Advance Brampton Fund

Advance Brampton Fund Grant Information Session

2026 New and Small Projects Stream

The Advance Brampton Fund

The City recognizes the unique and valuable role that the non-profit sector can play in delivering projects that meet community need, complement City services and contribute to advancing City Priorities.

As such the city is pleased to offer the Advance Brampton Fund: a community granting program that supports non-profit sector development and provides municipal funding to eligible Brampton-based non-profit or charitable organizations for strong project proposals that align with these priorities.

In 2026 the City Priority Areas that ABF will address are:

- Arts and Culture
- Recreation
- Community Safety

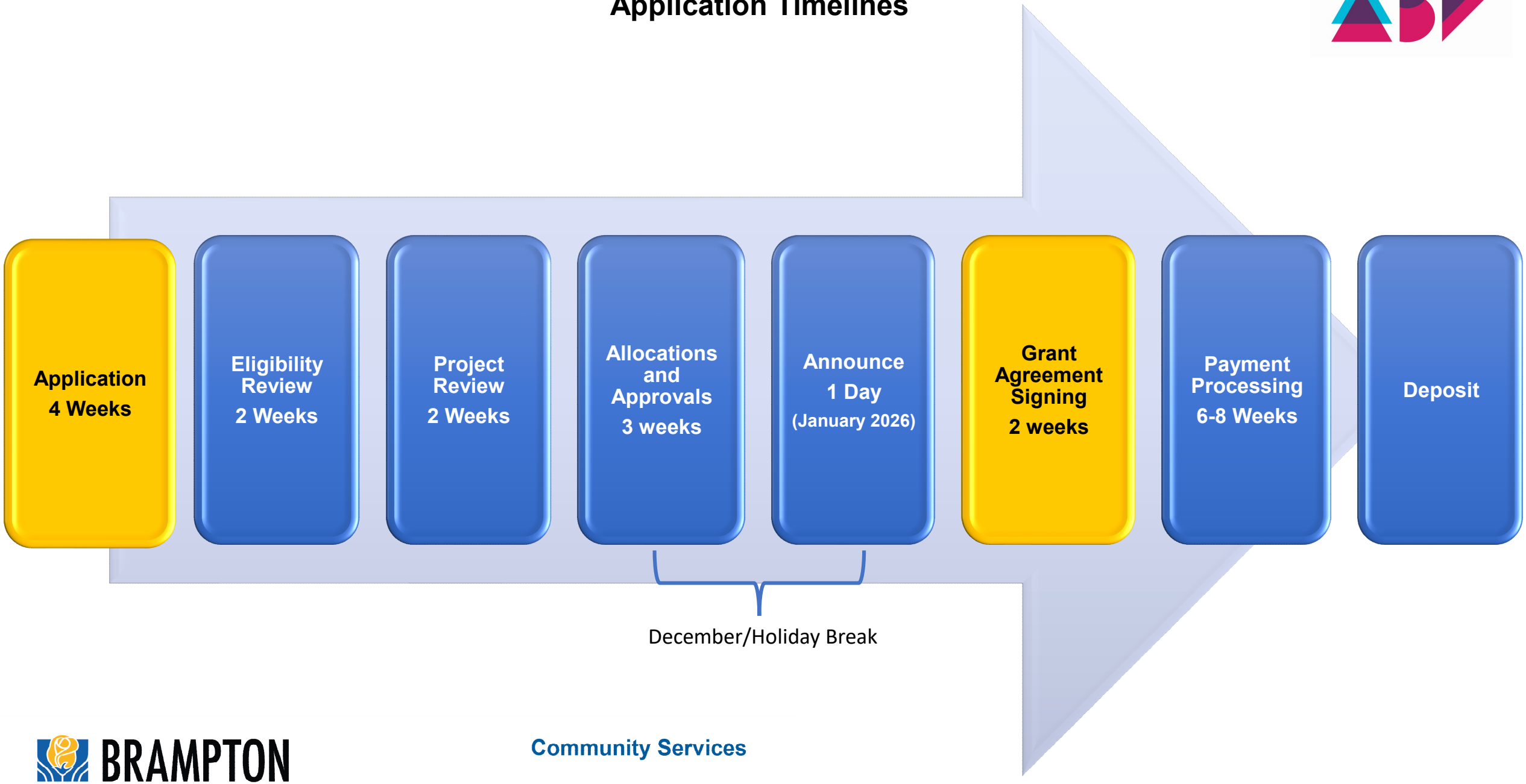
Structured to Support Project Growth

The Advance Brampton Fund is structured to support non-profit organizations starting up, developing and amplifying projects. The goal is to encourage grantees to move towards project sustainability and a strengthened ability to partner, collaborate and lead well managed and meaningful work within the local non-profit sector and Brampton community. The fund does not make multi-year grants, but organizations can apply annually with the same project.

Funding Streams at a Glance

New and Small Projects	
Open to:	• *Unincorporated Groups* • Registered Charities • Incorporated Non-Profits
Insurance Required	$2,000,000 in Commercial General Liability insurance
Project Eligibility	• Projects being run for the first time and/or projects with small funding needs.
Available Funding	Up to $5,000 in project funds**. <u>No matching requirement</u>**
Grant Term	ABF Funding must be spent between January 1, 2026, and December 31, 2026. Applicants must be able to report on expenses, outputs and outcomes 60 days after the project end date or by March 1, 2027, whichever comes first.
Application Intake	**Annually:** **Open:** September 2, 2025 **Close:** September 30, 2025
Payment Structure	100% of approved grant amount at the time of agreement signing (up front)

Application Timelines



Eligible Organizations

Brampton based Registered Charity – For ABF purposes an organization or foundation that has a valid and subsisting registration as a charitable organization under the Income Tax Act (Canada) and has a registered permanent office address in Brampton.

Brampton based Incorporated Non-Profit – For ABF purposes an organization that is incorporated under the laws of Canada or Ontario as a not-for-profit corporation without share capital that has a registered permanent office address in Brampton.

Brampton based Unincorporated Non-Profit (New & Small Projects Only) – For ABF purposes an organizations consisting of two or more Brampton residents formed to pursue a purpose that is not-for-profit. The organization must be governed by a Volunteer Board of Directors, provide evidence of their non-profit purpose and activity and must identify two board members over the age of 19 with permanent residential addresses in Brampton who must execute the grant application and the City's grant agreement both personally and on behalf of the organization

* Registered Charities and Incorporated Non-Profits can provide a commercial lease for a Brampton address in the organization's name showing unexpired term until at least January 30, 2026, to prove a Brampton location.

* For registered charities and incorporated non-profits unless listed as the organization's address on the Charity Details Page, Corporation Profile Report or Corporation Information Page a Board Member's private address being in the City of Brampton can not qualify an organization as being Brampton based.

Proving Organizational Status

Corporation Profile Reports and Corporate Information Pages are the only ways incorporated non-profits can prove their status to the ABF program. Letters Patents, CRA filings and responses and other documentation on organizational status will not be accepted.

Corporation Profile Reports – Provincially Incorporated Organizations

Transaction Number: [redacted]

Ontario

Ministry of Government and Consumer Services

Profile Report

[redacted]

Type: Not-for-Profit Corporation
Name: [redacted]
Ontario Corporation Number (OCN): [redacted]
Governing Jurisdiction: Canada - Ontario
Status: Active
Date of Incorporation/Amalgamation: [redacted]
Registered or Head Office Address: [redacted]

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Director/Registrar
This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 1 of 7

Transaction Number: [redacted]

Active Director(s)
Minimum Number of Directors: [redacted]
Maximum Number of Directors

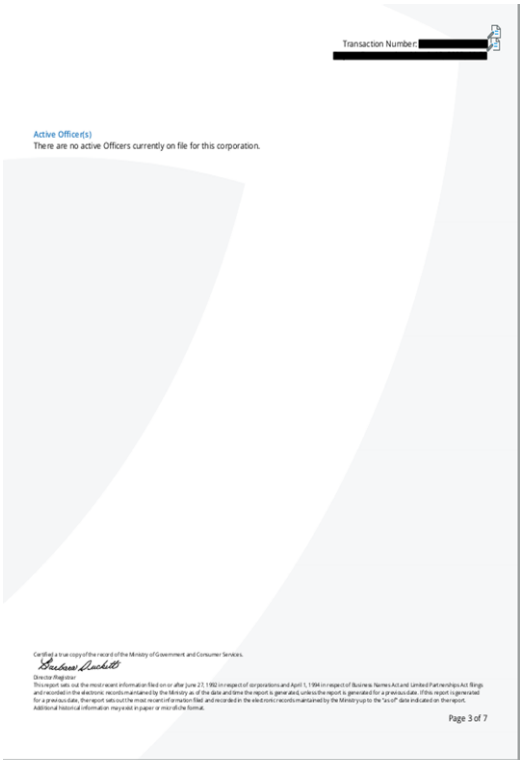
Name: [redacted]
Address for Service
Date Began

Name: [redacted]
Address for Service
Date Began

Name: [redacted]
Address for Service
Date Began

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Director/Registrar
This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

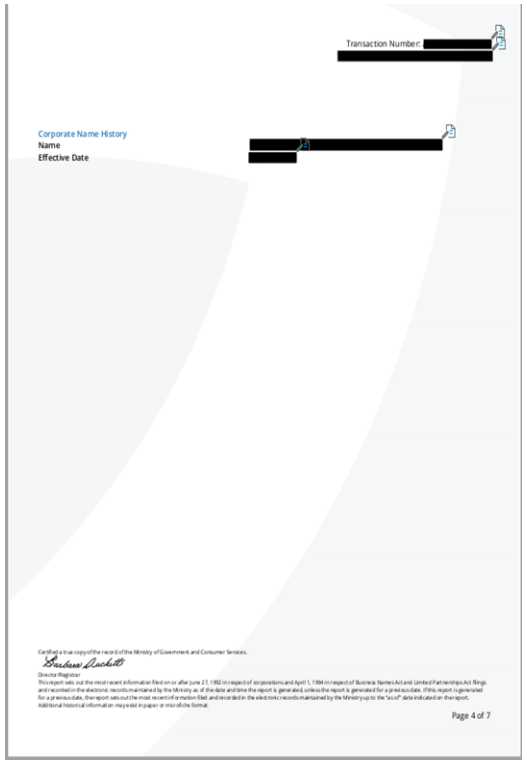
Page 2 of 7


Transaction Number: [redacted]

Active Officer(s)
There are no active Officers currently on file for this corporation.

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Director/Registrar
This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 3 of 7


Transaction Number: [redacted]

Corporate Name History
Name
Effective Date

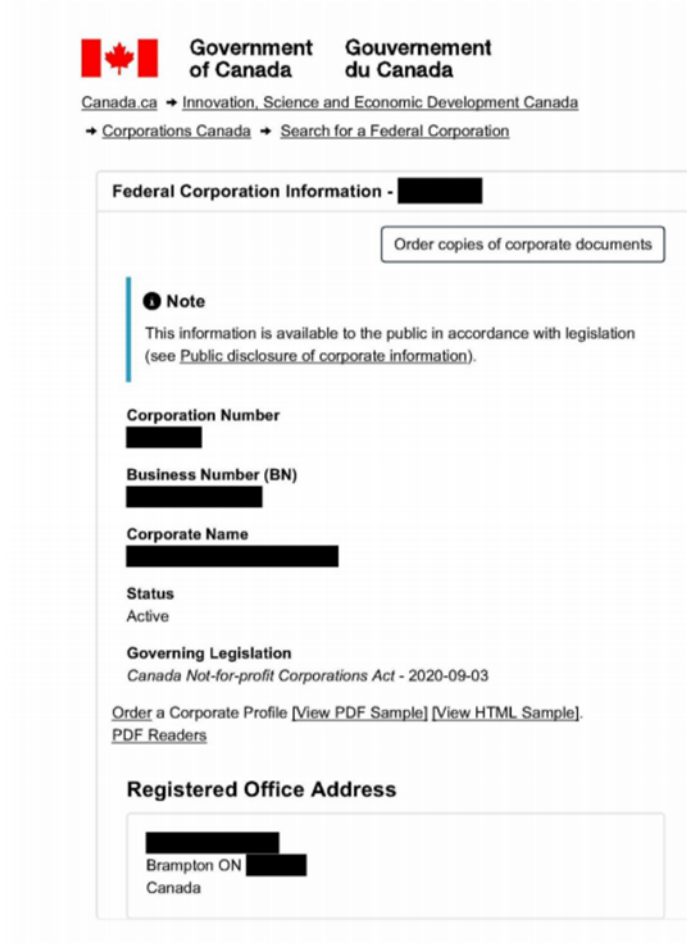
[redacted]

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Director/Registrar
This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 4 of 7

- Unless a commercial lease is provided this must show a Brampton Address as either Head Office Location or Mailing Address. Address must match what is in your application and on your insurance.
- Must show as active Non-Share corporation
- Must be dated for the year in which you are submitting your application
- ABF Guidelines share more about how to obtain, and cost associated.

Corporate Information Pages – Federally Incorporated Organizations



Government of Canada / Gouvernement du Canada

Canada.ca → Innovation, Science and Economic Development Canada → Corporations Canada → Search for a Federal Corporation

Federal Corporation Information - [redacted]

Order copies of corporate documents

Note

This information is available to the public in accordance with legislation (see Public disclosure of corporate information).

Corporation Number [redacted]

Business Number (BN) [redacted]

Corporate Name [redacted]

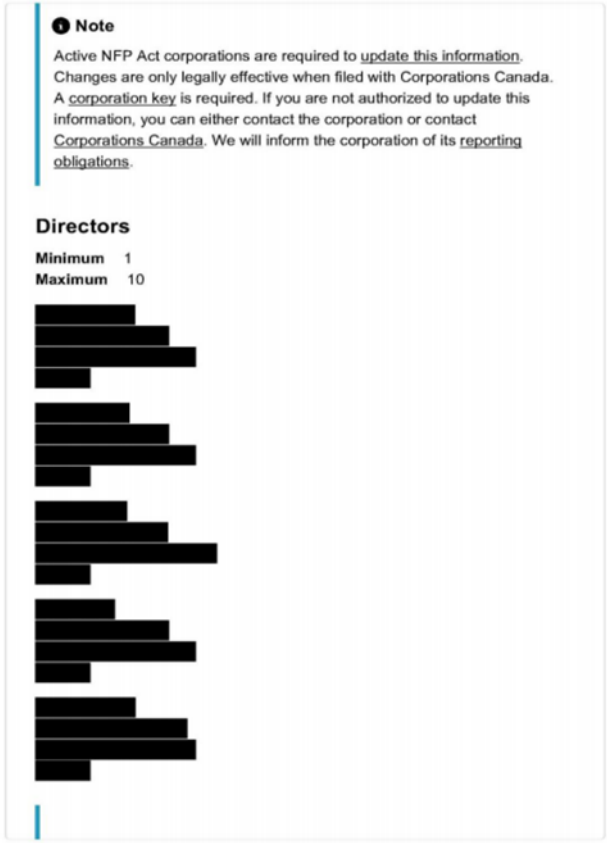
Status
Active

Governing Legislation
Canada Not-for-profit Corporations Act - 2020-09-03

Order a Corporate Profile [View PDF Sample] [View HTML Sample].
PDF Readers

Registered Office Address

[redacted]
Brampton ON [redacted]
Canada



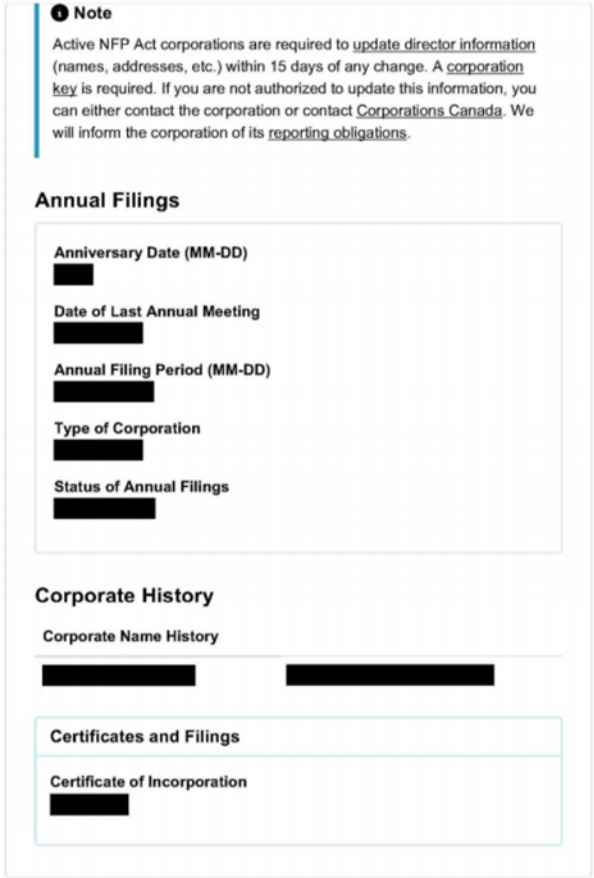
Note

Active NFP Act corporations are required to update this information. Changes are only legally effective when filed with Corporations Canada. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

Directors

Minimum 1
Maximum 10

[redacted]



Note

Active NFP Act corporations are required to update director information (names, addresses, etc.) within 15 days of any change. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

Annual Filings

Anniversary Date (MM-DD) [redacted]

Date of Last Annual Meeting [redacted]

Annual Filing Period (MM-DD) [redacted]

Type of Corporation [redacted]

Status of Annual Filings [redacted]

Corporate History

Corporate Name History [redacted]

Certificates and Filings

Certificate of Incorporation [redacted]

- Unless a commercial lease is provided this must show a Brampton Address as either Head Office Location or Mailing Address. Address must match what is in your application and on your insurance.
- Must show as active Non-Share corporation
- Must be dated for the year in which you are submitting your application
- ABF Guidelines share more about how to obtain, and cost associated.

Charity Details Page – Registered Charities

Government of Canada / Gouvernement du Canada

Home > Canada Revenue Agency > Charities and Giving > Search > T3010 Registered Charity Information Return

Detail page

Use this page to confirm a charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the charity.

[redacted]

Business/Registration number:
[redacted]

Charity status:
Registered

Effective date of status:
[redacted]

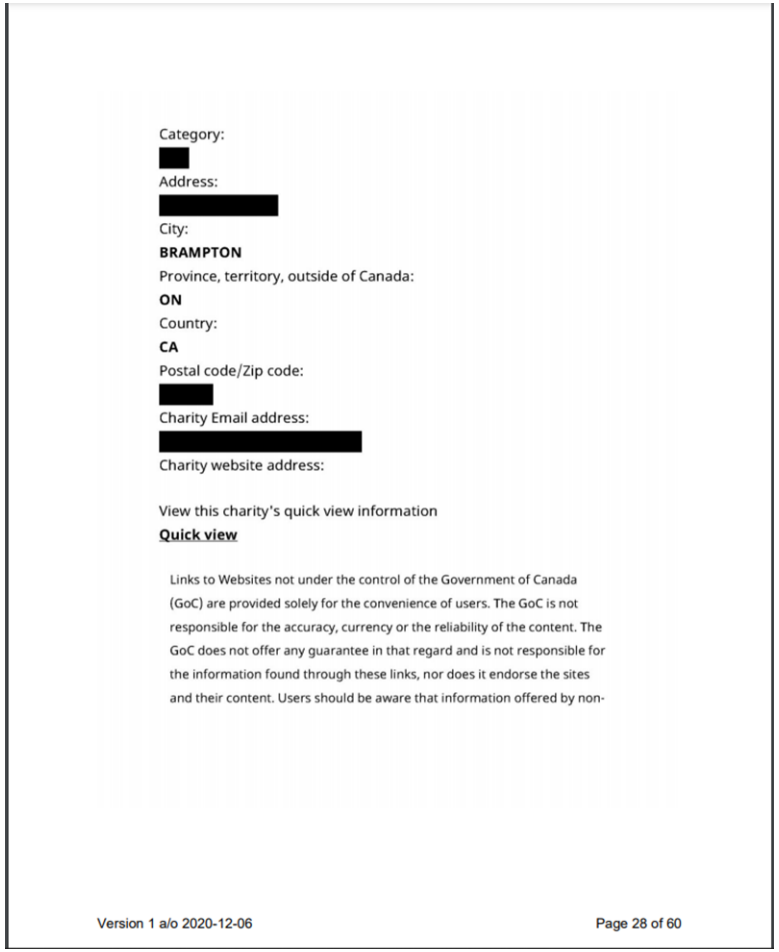
Sanction:
[redacted]

Language of correspondence:
[redacted]

Designation:
Charitable organization

Charity type:
[redacted]

Version 1 a/o 2020-12-06 Page 27 of 60



Category:
[redacted]

Address:
[redacted]

City:
BRAMPTON

Province, territory, outside of Canada:
ON

Country:
CA

Postal code/Zip code:
[redacted]

Charity Email address:
[redacted]

Charity website address:

View this charity's quick view information
Quick view

Links to Websites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-

Version 1 a/o 2020-12-06 Page 28 of 60

- Must show charity business/registration number
- Unless a commercial lease is provided this must show a Brampton Address as either Head Office Location or Mailing Address. Address must match what is in your application and on your insurance.
- Must show your organization is in good standing with CRA
- ABF Guidelines share more about how to obtain this document.

Proving Status for Unincorporated Non-Profits/Groups

Unincorporated Groups must prove their non-profit status, that they have processes in place to deal with decision making and financial contributions as well as prove they have a membership that is capable of being responsible for the funding provided by the Advance Brampton Fund.

- Non-Profit Status, organizational decision making and managing financial contributions proven through provision of:
  - Organization's constitution, by-laws, terms of reference and/or charter.
    - The Ontario Government provides template by-laws unincorporated groups can use to provide proof of their status once customized. Details found in the ABF Guidelines in Appendix E. Using this as a guide to create the organization's by-laws also ensures, should you choose to incorporate, your organization is in line with Ontario Non-Profit Corporation Act.

- Prove membership through the provision of a list of the executive(volunteer board).

- Photocopied photo IDs of two executive members provide proof of the two individuals who will sign the ABF contract and take responsibility for the funding provision as well as commercial general liability insurance required to receive a grant. These two individuals must be apart of the group's executive, be over the age of 19 and have permanent residential addresses in Brampton. These two individuals are taking personal responsibility for the City's funding along with the Commercial General Liability Insurance.

- Unincorporated Groups must have a bank account registered in the organization's name.

Required Organizational Insurance

- Applicant organizations must carry Commercial General Liability Insurance to be considered for funding from the City of Brampton.
- Insurance must be in the name of the applicant organization and cover the obligations and operations of the organization against claims of bodily injury, including personal injury and death, and property damage or loss, indemnifying and protecting the recipient, their respective employees, servants, volunteers, agents, contractors, invitees or licensees, to the inclusive limit of $2,000,000 per occurrence.
- Organizations prove their insurance coverage and extend it to the City of Brampton using **ONLY** the Certificate of Insurance form available in your application. This form must be filled out appropriately by an Insurance Industry Professional.
- More instruction on insurance can be found in section 4.3 of the ABF Guidelines.

Accessing Applications

Applications are available via the City of Brampton grants portal which is supported by Survey Monkey Apply.

Applicants can access applications via the ABF webpage – www.brampton.ca/abf. Click on the 'Apply Now' button next to the New and Small Projects Stream and you will be redirected to the applicant portal.

- If you are a new user you will have to click the 'Register' button in the top right corner of the screen.
- For those already registered but who can not remember their login information The *'Forgot your password?'* button will allow you to reset your password via the email account used to originally register your account.
- Once registered, or if already registered and logged in you can access funding applications via the 'Programs' button in the top right corner of the screen. If you have already started an application within a funding stream the portal will no longer allow you to start another. You must edit the one you started to complete the application.
- **Remember** – ABF only accepts one (1) application from each applicant organization.
- If you have trouble accessing applications or with the portal you can connect with City Grant Staff – abf@brampton.ca or Survey Monkey Apply Provides support through the button on the top left corner of the screen.

Application Sections

As outlined in the 2026 ABF Guidelines the application is broken down into 4 Stages of Review.

1. Eligibility Review – This is where you prove your address, insurance and provide supporting documents to do so. It is not scored by reviewers, but if not completed appropriately can leave you ineligible for funding. All questions in this section are mandatory.

2. Organizational Information – In this section there are a few mandatory questions and a few optional questions. None are scored by reviewers, but they do play a role in informing reviewers of your organization's work and history. They also help the City plan and gather data that helps to advance and foster a commitment to diversity, equity and inclusion.

3. Strategic Alignment – Here you will select you the Priority Area to which you are applying, the project type and select the outputs and outcomes you will measure. These questions are all mandatory, you must select at least one outcome, and you must measure at least one output. If you are not measuring an output, please use a zero (0) to indicate this. If you measure one output your score will not be hurt by zeros in other output measure fields. This part of the application informs the score reviewers provide in the Project Alignment section of the next stage of review.

4. Project Evaluation – This is the part of your application where you will tell us about your project. All the questions in this part of the application are mandatory and scored by reviewers.

Appendix G – Application Questions and Evaluation Criteria Matrix for the New/Small Project Stream

NEW/SMALL PROJECTS STREAM:
REVIEW STAGE 1: ELIGIBILITY REVIEW
Answers to questions in this section do not impact your application's score but failure to answer them and provide necessary documentation could result in your application being deemed ineligible.

QUESTION:	I confirm that I have the authority to submit this application. ***Note:*** *You must have authorization from your organization to complete this application.*
REVIEW CRITERIA:	Box must be checked.
WEIGHTING:	N/A

NEW/SMALL PROJECTS STREAM:
REVIEW STAGE 2: ORGANIZATIONAL INFORMATION
Answers to questions in this section do not impact your application's score or eligibility. The data/information is being collected for organizational planning purposes and our commitment to advance and foster diversity, equity and inclusion.

QUESTION:	Number of years your organization has been in operation:
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A

QUESTION:	Your organization's mandate/mission statement (200 words max).
REVIEW CRITERIA:	Field must be completed.
WEIGHTING:	N/A

NEW/SMALL PROJECTS STREAM:
REVIEW STAGE 3: STRATEGIC ALIGNMENT
Answers to these questions inform reviewers of your project's alignment to City Priorities and inform the score provided in the "Project Alignment" section in Review Stage 4 outlined below.

QUESTION:	Select the City Priority that your project aligns with and advances:
REVIEW CRITERIA:	One option must be selected.
WEIGHTING:	N/A

QUESTION:	Select the Project Type that your project aligns with and advances.
REVIEW CRITERIA:	One option must be selected.
WEIGHTING:	N/A

NEW/SMALL PROJECTS STREAM:
REVIEW STAGE 4: PROJECT EVALUATION
Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Section	Question	Evaluation Criteria	Weighting
Project Details (90%)	**Project Description:** • Project Start Date • Project End Date Describe your project. Include details, such as: • what you plan to do • how you plan to do it • what need in the community your project addresses • who this project will serve	The project description is clearly articulated and contains sufficient detail to demonstrate that the project has been scoped.	40%

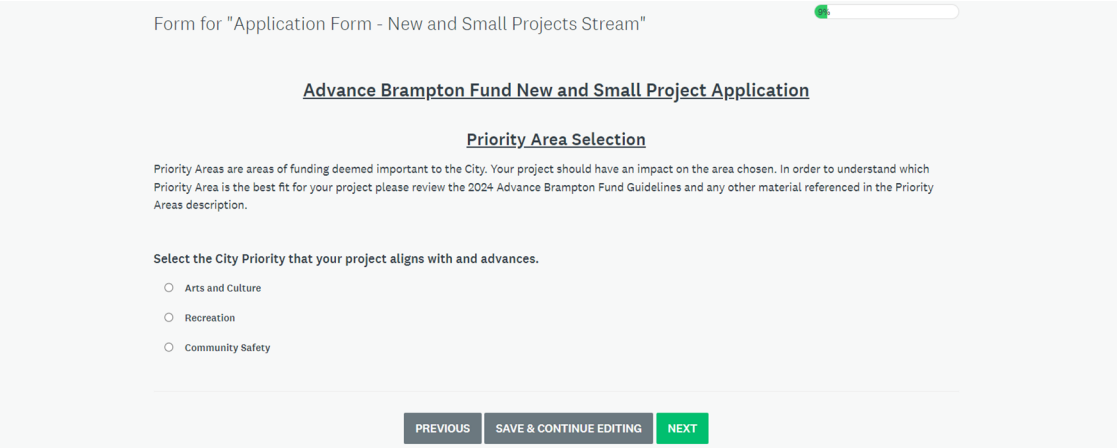
Breakdown of Review Stage 4 – Project Evaluation – New and Small Projects

Application Section	Score Value New & Small Projects
Project Description	40%
Project Alignment	20%
Project Development	15%
Project Team	10%
Diversity, Equity and Inclusion	5%
Expenses	10%

- *Each application is scored by three City staff reviewers who work directly in the Priority Area to which you have applied. An average score is created, and applications are funded from highest scoring to lowest scoring until funds are depleted. Request amounts may be reduced upon allocations based on the volume of requests and City's desire to impact as many eligible projects as possible.*
- ***Applications must achieve a minimum score of 50% in the New and Small Projects Stream, to be eligible for funding.***
- *The criteria for which reviewers review the application questions is provided in the appendices of the 2026 ABF Guidelines.*

City Priorities – Project Scope

The Advance Brampton Fund funds projects that impact three priorities in 2026. Each priority represents a Municipal Department of importance to the City's work of developing vibrant, healthy, safe and inclusive neighbourhoods. Each City Priority prescribes project types, key performance indicators (Outputs) and outcomes. In applications, applicants will select a City Priority Area, a project type, the outputs associated with that project type that they will measure and outcomes their project hopes to contribute to.



Form for "Application Form - New and Small Projects Stream"

Advance Brampton Fund New and Small Project Application

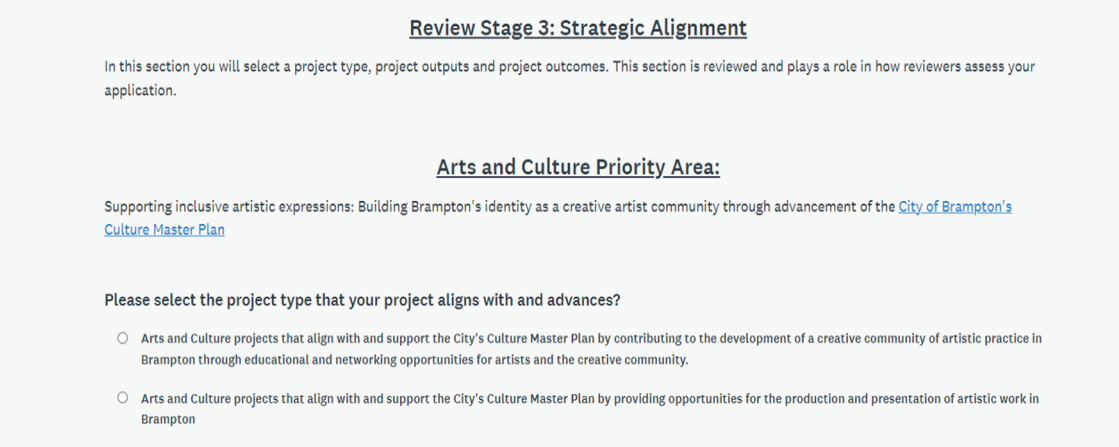
Priority Area Selection

Priority Areas are areas of funding deemed important to the City. Your project should have an impact on the area chosen. In order to understand which Priority Area is the best fit for your project please review the 2024 Advance Brampton Fund Guidelines and any other material referenced in the Priority Areas description.

Select the City Priority that your project aligns with and advances.

- ○ Arts and Culture
- ○ Recreation
- ○ Community Safety

PREVIOUS | SAVE & CONTINUE EDITING | NEXT



Review Stage 3: Strategic Alignment

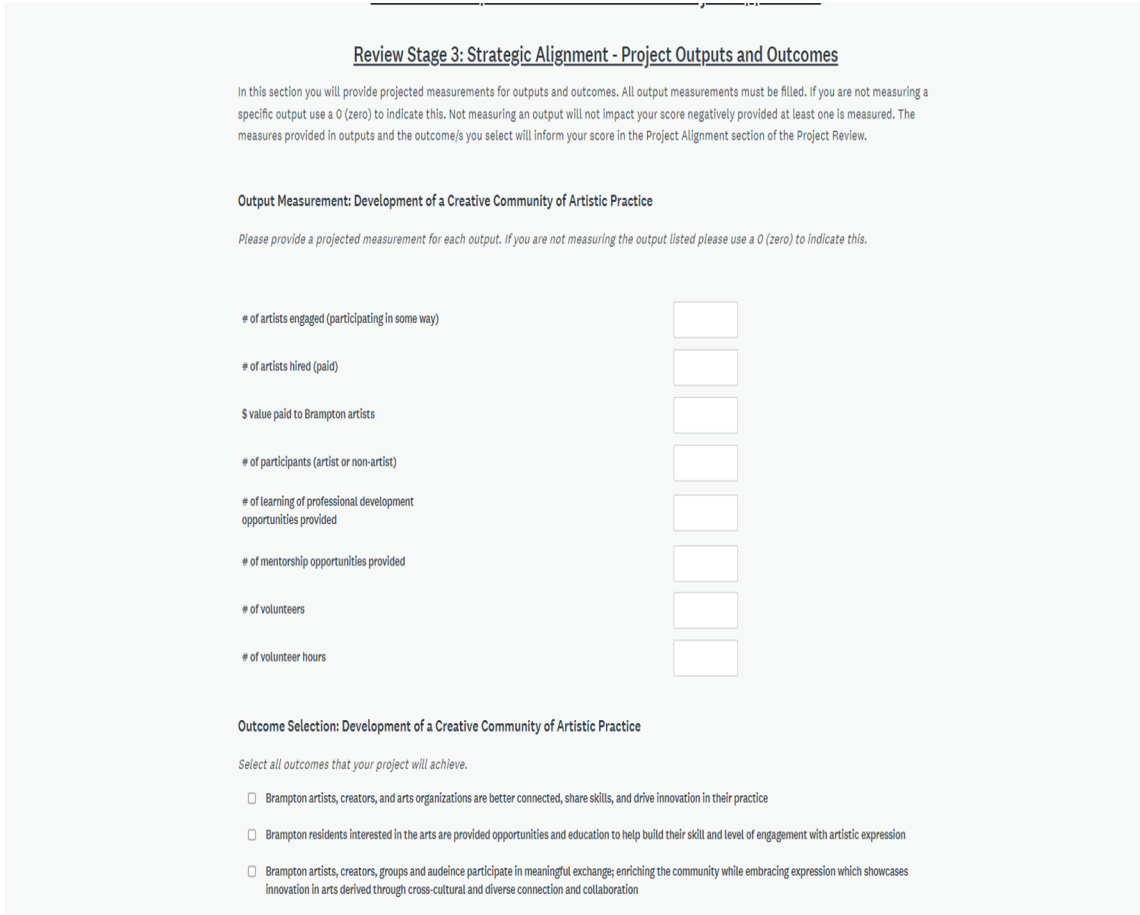
In this section you will select a project type, project outputs and project outcomes. This section is reviewed and plays a role in how reviewers assess your application.

Arts and Culture Priority Area:

Supporting inclusive artistic expressions: Building Brampton's identity as a creative artist community through advancement of the City of Brampton's Culture Master Plan

Please select the project type that your project aligns with and advances?

- ○ Arts and Culture projects that align with and support the City's Culture Master Plan by contributing to the development of a creative community of artistic practice in Brampton through educational and networking opportunities for artists and the creative community.
- ○ Arts and Culture projects that align with and support the City's Culture Master Plan by providing opportunities for the production and presentation of artistic work in Brampton



Review Stage 3: Strategic Alignment - Project Outputs and Outcomes

In this section you will provide projected measurements for outputs and outcomes. All output measurements must be filled. If you are not measuring a specific output use a 0 (zero) to indicate this. Not measuring an output will not impact your score negatively provided at least one is measured. The measures provided in outputs and the outcome/s you select will inform your score in the Project Alignment section of the Project Review.

Output Measurement: Development of a Creative Community of Artistic Practice

Please provide a projected measurement for each output. If you are not measuring the output listed please use a 0 (zero) to indicate this.

# of artists engaged (participating in some way)	
# of artists hired (paid)	
$ value paid to Brampton artists	
# of participants (artist or non-artist)	
# of learning of professional development opportunities provided	
# of mentorship opportunities provided	
# of volunteers	
# of volunteer hours	

Outcome Selection: Development of a Creative Community of Artistic Practice

Select all outcomes that your project will achieve.

- ☐ Brampton artists, creators, and arts organizations are better connected, share skills, and drive innovation in their practice
- ☐ Brampton residents interested in the arts are provided opportunities and education to help build their skill and level of engagement with artistic expression
- ☐ Brampton artists, creators, groups and audeince participate in meaningful exchange; enriching the community while embracing expression which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration

City Priorities – Project Scope

Arts and Culture	
Priority Area Focus:	**Support Inclusive Artistic Expressions: Building Brampton's identity as a creative city with a vibrant and diverse artist community.**
Eligible Project Types:	Projects that align with and support the City's Culture Master Plan by: 1. Contributing to the development of a creative community of artistic practice in Brampton through educational and networking opportunities for artists and the creative community or, 2. Providing opportunities for the production and/or presentation of artistic work in Brampton.
Outputs:	**Development of a Creative Community of Artistic Practice** • # of artists engaged (participating in some way, with or without pay) • # of artists hired (paid) • $ paid to Brampton artists • # of participants (artist or non-artist) • # of learning and/or professional development opportunities provided • # of mentorship opportunities provided • # of volunteers • # of volunteer hours **Opportunities for Production and Presentation of Artistic Work in Brampton** • # of performances or exhibitions presented • # of creative works produced • # of paid artists • $ value paid to Brampton artists • # of live audience (in person) • # of live audience (virtual) • $ of gross revenue generated • # of volunteers • # of volunteer hours
Outcomes:	• Brampton artists, creators and arts organizations are better connected, share skills and drive innovation in their practice. • Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression. • Brampton artists, creators, groups, and audiences participate in meaningful exchange, enriching the community while embracing expression, which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration.

Found in section 5.2 of the 2026 ABF Guidelines

Recreation Priority Area Meeting	
Priority Area Focus:	Uniting a healthy community through Recreation.
Eligible Project Types:	Projects that align with and support the Parks and Recreation Master Plan. Projects should fall under one of the three areas below: 1. Projects that encourage physical activities such as sports, or leisure activity requiring physical movement. 2. Wellness projects, including education and outreach on physical literacy, mental wellbeing, and healthy and active lifestyles. 3. Projects that encourage healthy and safe ways for Brampton youth and/or seniors to participate in organized gatherings to reduce isolation. Projects that demonstrate a commitment to physical and/or mental wellbeing will be prioritized. Projects that focus on diverse and equity-deserving populations and projects that provide opportunities for physical activities not provided by the City of Brampton's recreational programs will be prioritized. Applicants should clearly demonstrate these things clearly in their application. Proposed projects must not duplicate programs or services offered by the City of Brampton. Applicants are advised to review City delivered programs online prior to submitting an application. Duplication is considered delivering a recreational program of the same scope at the same time and in the same place that a City program is being delivered.
Outputs:	**Physical Activities** • # of opportunities for residents to engage in physical activity • # of project participants • % of participants from diverse and/or equity deserving communities • # of volunteers • # of volunteer hours • # of community partner organizations involved in project delivery • # of participants to report physical and/or emotional well-being improvements as a result of project delivery. **Wellness Projects (including education and outreach)** • # of physical literacy and/or mental wellbeing resources created • % of resources distributed to neighbourhoods that have been rated as having a low well-being index on the Region of Peel Neighbourhood Information Tool • # of seminars, workshops or educational sessions delivered • # of project participants • # of volunteers • # of volunteer hours • # of community partner organizations involved in project delivery • # of participants to report physical and/or emotional well-being improvements as a result of project delivery
	Seniors and Youth Recreational Projects • # of seniors participating in the project • # of youth participating in the project • # of volunteers • # of volunteer hours • % of participants from diverse and/or equity deserving communities • # of participants to report physical and/or emotional well-being improvements as a result of project delivery
Outcomes:	• Initiatives create a Brampton where residents are physically healthy through increased access to a diverse range of physical activities. • Initiatives create a Brampton where residents have increased knowledge of physical literacy and mental wellbeing. • Initiatives create a Brampton where senior and youth residents have increased opportunity for recreational participation and reduced incidences of social isolation.

Found in section 5.2 of the 2026 ABF Guidelines

Community Safety
Supporting an empowered and connected Brampton where everyone feels safe, has a sense of belonging, and has their needs met.
Projects that align with and support Brampton's Community Safety Action Plan. Projects should fall under one of the three areas of focus in the Action Plan: • **Empowerment** – Projects that seek to empower Brampton residents through the reduction of systemic barriers, poverty reduction, economic empowerment, and the creation of economic stability. This may include food security projects, job skills training, and support for homeless and underhoused. • **Awareness** – Projects that raise awareness of common safety issues in Brampton through the creation and sharing of resources and information. This may include education or training opportunities for Brampton residents as well as the creation of online resources. • **Safety** – Projects that impact safety in Brampton. Pro-actively building connections and belonging within neighbourhoods to support crime prevention. Additional community safety and well-being projects may be considered if they provide sufficient data that demonstrate the need to focus efforts on an area outside of Action Plan priorities of Safety, Awareness and Empowerment. Projects that provide multiple opportunities for Brampton residents to engage with all or one of the three areas of focus are preferred. This provision should be clearly detailed in the application.
• # of workshops/educational sessions delivered • # of project participants • # of volunteers • # of volunteer hours • # of community partners involved in project delivery • # of participants to report physical and/or emotional well-being improvements as a result of project delivery
• Initiatives create stronger neighbourhoods which feel more inclusive, safer for residents, and increase public participation in the community. • Initiatives create a safer Brampton by ensuring resident's primary needs are met. • Initiatives create a Brampton where residents are more aware of community safety and well-being information, resources, and services available to them. • Initiatives create a Brampton where residents are connected. Included and feel like they belong. • Initiatives create a Brampton where residents have increased opportunity and gain new or improved skills. • Initiatives create a healthier Brampton by ensuring improved mental health of residents.

Ineligible Organizations, Projects and Expenses

Ineligible Organizations

(Not an exhaustive list. More information found in section 4.2 of the 2026 ABF Guidelines)

- For-Profit Corporations
- Individuals
- Public Libraries, School Boards, Schools, Classrooms
- Orgs that receive core funding from the City
- Political organizations
- National or Regional Organizations except where the application is submitted by a local chapter with a provable Brampton address.
- Religious or Faith groups that require adherence to a faith to participate.
- Hospitals, Clinic-based services or medical treatment projects

Ineligible Projects

(Not an exhaustive list. More information found in section 5.4. of the 2026 ABF Guidelines)

- Projects taking place outside of Brampton
- Banquets
- Beauty Pageants
- Projects where Fundraising is the primary activity.
- Private Events
- Politically partisan projects
- Projects administered and funded by the City of Brampton Parks Division
- Major capital projects

Ineligible Expenses

(Not an exhaustive list. More information found in section 5.5 of the 2026 ABF Guidelines)

- Trophies, awards, prizes and gifts
- Scholarships and bursaries
- Expenses associated with controlled or illegal substances
- Insurance
- Staff and guest travel/accommodation
- Attendance at or fees associated with conventions and conferences
- Membership fees/dues

Expense Reporting:

- Report of estimated expenses within the categories provided.
- The City understands this is only a projection and that things could change.
- Expense reporting templates should be detailed enough for grant reviewers to assess the eligibility of expenses. Requests can be declined based on a grant reviewers' inability to determine whether an expense is eligible or not.
- Applicants should be aware that approved funding may not be provided for the full amount requested.

Expense Reporting in Applications – New and Small Projects – No Match

Advance Brampton Fund Projected Project Budget Reporting Template		
Expense Category *All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.	**Expense Items Listing** *List all of the eligible individual items within each expense category you expect to pay for with grant funding and provide a dollar value for each item	**Paid With Grant Funding** *Provide the summed value of any expenses in Column B - Expense Items Listing you will pay with grant funding. The total in this column should be no more than $5,000 in the New and Small Projects Stream*
Example	*Print Ads - $1,000* *Digital Ads - $1,000* *Ad Content Creation - $1,000*	*$3,000*
Project Staff Wages *The value paid to organizational full-time, part-time or contracted staff while they work directly on this project.		$0.00
Contracted Services *The value paid to artists, subject matter experts, consultants, accountants, researchers or other externally contracted individuals or organizations engaged in project delivery.		$0.00
Project Venue *This is the cost to rent the venue specifically for project delivery.These are eligible expenses and can be paid with grant funding. ***If your project is delivered in your organization's office space the cost is considered administrative and can not be paid with ABF grant funding.***		$0.00
Project Supplies *Include the costs of any supplies needed for project delivery.		$0.00
Project Related Printing and Copying Services *Include the value of any project related printing or copying services.		$0.00
Marketing and Advertising Include the value of any marketing and advertising that is directly related to project delivery.		$0.00
Food and Beverage *Include the value of any food and beverage needed for project delivery.		$0.00
Equipment Rental *Provide the value of any equipment you will be renting to deliver your project.		$0.00
Other Eligible Expenses *Include the cost of any expense that is not listed above but is eligible as outlined in the 2024 Advance Brampton Fund Guidelines. ***Review staff will ensure these values are eligible. If determined to be ineligible they can reduce the value of your grant request.***		$0.00
Capital Purchases *Provide the value of any expenses related to the purchase of building materials, tools, equipment, software or technology for project delivery. These are considered capital expenses and are capped at $2,500 in the New and Small Project Stream.		$0.00
	TOTAL PAID WITH GRANT FUNDING AND REQUEST VALUE	$0.00

Expense Item Listing – Provide a list of ALL expenses within a category and its estimated value

Paid with Grant Funding – Provide the summed total off all expenses being paid with grant funding

Total Paid with Grant Funding and Request Value will auto populate to a maximum of $5,000 in New and Small Projects. This number should be placed in your application as the request amount.

Close Out Reporting

All Advance Brampton Fund Grantees are expected to provide a Close Out Report. This close out report is due 60 days after the project end date in your application or by March 1, 2027, whichever comes first.

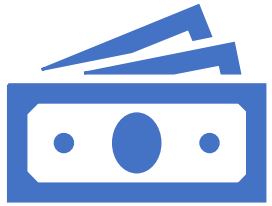
Items covered in Close Out Reports:

Project Delivery Reporting

Project Impact Reporting

Grant Program Feedback

Expense Reporting



How to prove an expense:

An expense can be proven as **incurred** through a POS Receipt, invoice or contract.

An expense can be proven as **paid** through a POS Receipt, Cheque Copy, or Invoice clearly showing balance as paid.

An expense must be proven as paid **and received** through bank statements, returned cheques, credit card statements, POS Receipts

Payroll expenses can be proven through a submission of payroll documentation, paystubs, or in a lump sum through the provision of income tax reporting documentation.

Contact Information

Amir Majid, Grants Administration Officer
Amir.Majid@Brampton.ca

Webpage for all necessary information
www.Brampton.ca/abf

Advance Brampton Fund
APPLICATION WORKSHOP
NEW & SMALL PROJECTS

August 12 2025
Presenter: Dinah Laprairie

Poll

Tell us in the chat:

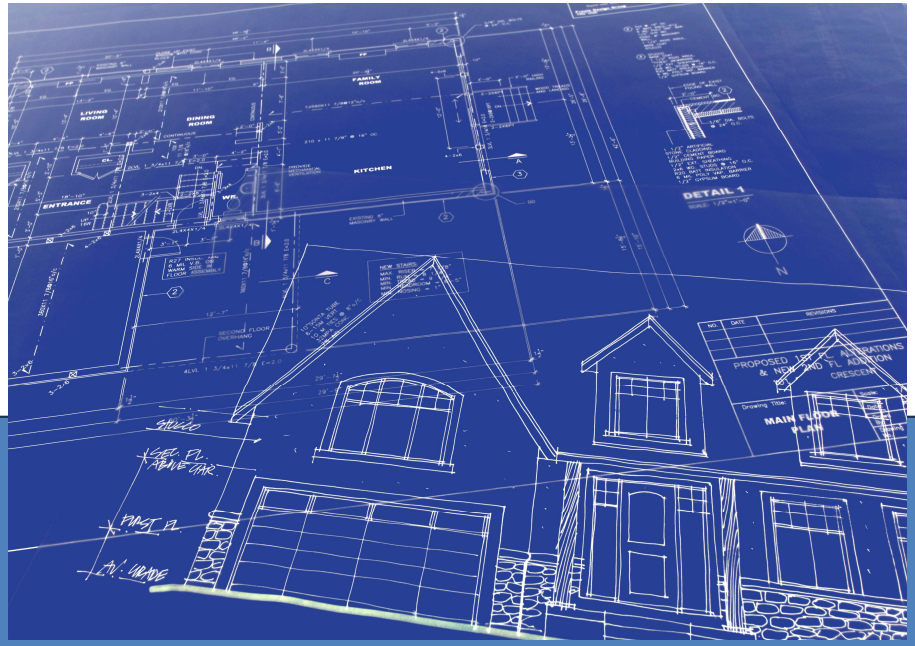
What is one thing you hope to learn in today's session?

Tonight's agenda

1. Are You Grant Ready?
2. Investing in Grant Success
3. Making Your Case

BONUS

Sample timeline for grant preparation


LIVING ROOM
DINING ROOM
FAMILY ROOM
KITCHEN
ENTRANCE
DETAIL 1
MAIN FLOOR PLAN

Are you ‘grant ready’?

UNDERSTAND YOUR COMMITMENT

Goals and capacity

Before you apply, ask yourself:

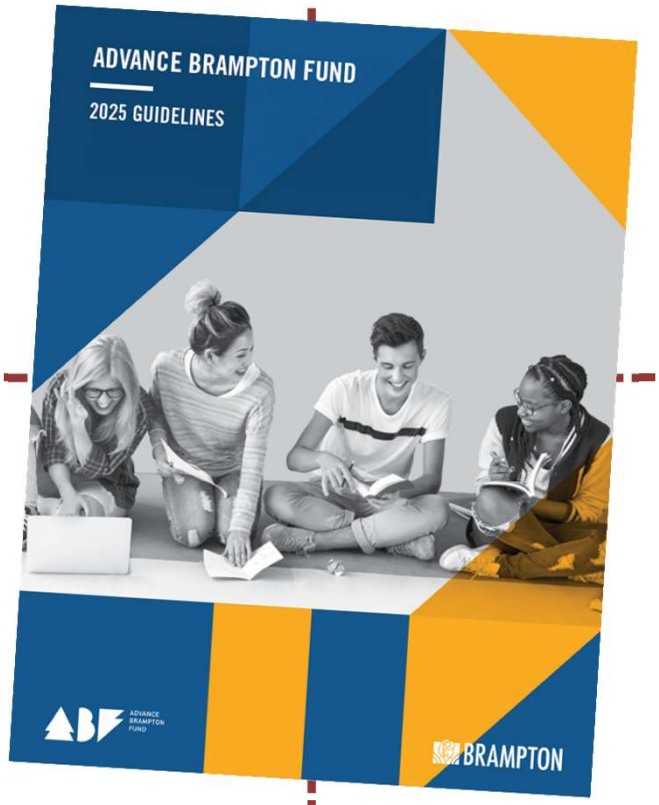
1. Does this project support our **long-term goals**?
2. Which **resources** do we need to meet those goals?
3. Do we have the **capacity** to manage a grant?
4. Does it have **real impact** on the community we serve?

Goals and capacity

More specifically:

- ✓ Do we have the ability to **live up the funding agreement** (recognition of funding, final report)?
- ✓ Do we have **other funds or resources** available to make sure the project is successful?
- ✓ Do we have **people to manage** the money, sign the cheques when needed? Good recordkeeping?
- ✓ Is our staff able to **make this a priority** and put aside some of their current work to carry out the project?
- ✓ Will our community be **enthusiastic and participate**?

Are you in alignment?



What are your funder's priorities?

Recreation	
Priority Area Focus:	**Uniting a healthy community through Recreation.**
Eligible Project Types:	Projects that align with and support the Parks and Recreation Master Plan. Projects should fall under one of the three areas below: 1. Projects that encourage physical activities such as sports, or leisure activity requiring physical movement. 2. Wellness projects, including education and outreach on physical literacy, mental wellbeing, and healthy and active lifestyles. 3. Projects that encourage healthy and safe ways for Brampton youth and/or seniors to participate in organized gatherings to reduce isolation. Projects that demonstrate a commitment to physical and/or mental wellbeing will be prioritized. Projects that focus on diverse and equity-deserving populations will be prioritized. Applicants should demonstrate this commitment in their application.

Find the City's priorities for on pages 8-11 of the 2025 Guidelines booklet

Look for other supporting strategies and priorities from your funder.

Other Important Links and Information

- 2024 Advance Brampton Fund Guidelines
- City of Brampton Culture Master Plan
- Region of Peel Neighbourhood Information Tool
- City of Brampton Community Safety Action Plan

Go to your people

Do you have support of:

- Your Board of Directors?
- Program staff?
- Proposed partners?

Most importantly…

- The people you serve!

Invest in Grant Success

FROM IDEA TO PLAN

5. Projects Eligible for Consideration

5.1 Project Funding Streams

The Advance Brampton Fund is a $1.75 million granting program that offers the following funding opportunities for 2026.

New and Small Projects Stream	
Purpose:	**To support new and/or small projects that align with the outlined City priorities.** This stream best supports new projects or projects that have been previously delivered in Brampton and have small funding needs.
Open to:	• Registered Charities • Incorporated Non-Profit Organizations • Unincorporated Non-Profit Organizations
Available funding:	Up to $5,000 in project directed funds. This stream can provide 100% of **eligible** project expenses and **does not** require matching contributions. *See section 5.5 Ineligible Expenses to learn more about expenses that can not be paid with Advance Brampton Fund funding.*
Grant term:	Projects must take place between January 1, 2026, and December 31, 2026.
Application intake	Annual for 2026 Call Opens: September 2, 2025 Call Closes: September 30, 2025 *See section 6.1.1 - Annual Intake - All Streams for the full application schedule.*
Project Close Out Report	Organizations must be able to submit a Project Close Out Report 60 days after the project end date in their application or March 1, 2027, whichever comes first.

Think like a funder

If you were reading an application for funding, what would reassure you that the funds were going to the right organization?

What would make you skeptical?

Explore your Idea.

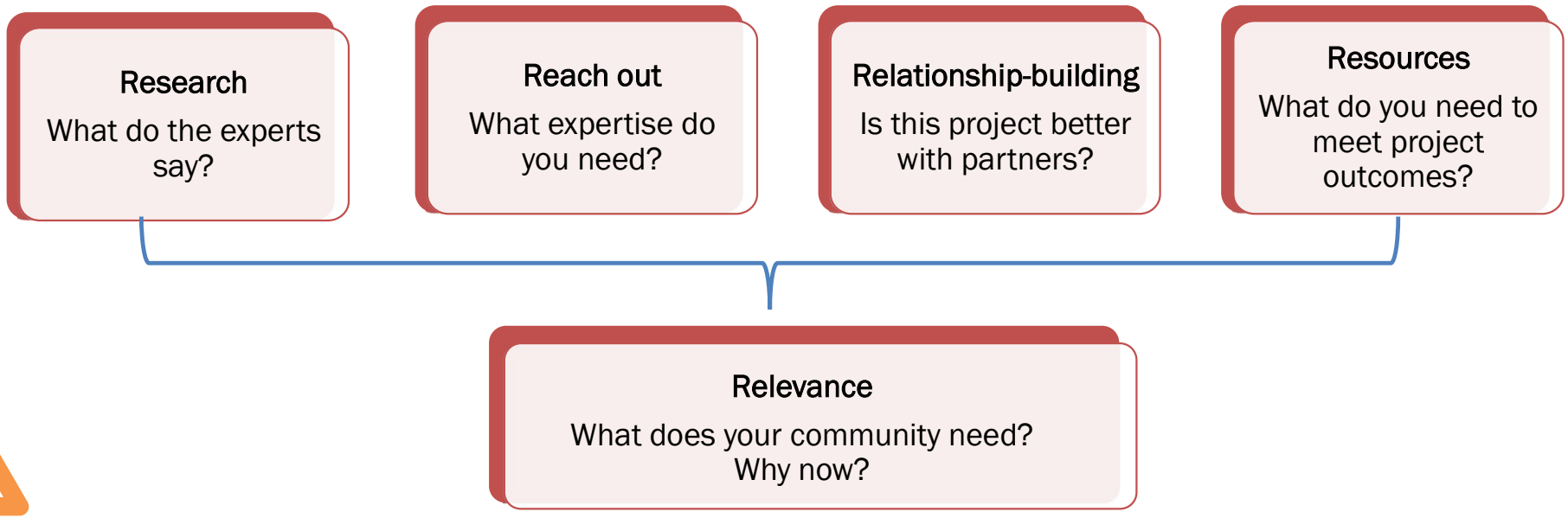
- What is your purpose?
- What do you want to accomplish?
- What has to be true when this project is finished?
- Why is it important?
- What is the difference you will see in your community?
- When your project is over, what has changed?
- What happens if you don’t act now?

Research.

- What is the assessment criteria?
- Look for past awards
- Call the grants officer
- Has anyone else done a project like yours?
- Is there research to back up this great idea?
- What are the local, provincial and federal policies and positions? (ex: City of Brampton)
- *What does your community need? Have they told you so?*

Plan.

The 4 R's of Planning



The Idea

“Our members told us they want to learn how to cook healthy meals. We will offer 8 sessions on food preparation to show people how to cook.”

Does your idea match the goals of the City?

Recreation	
Priority Area Focus:	**Uniting a healthy community through Recreation.**
Eligible Project Types:	Projects that align with and support the Parks and Recreation Master Plan. Projects should fall under one of the three areas below: 1. Projects that encourage physical activities such as sports, or leisure activity requiring physical movement. 2. Wellness projects, including education and outreach on physical literacy, mental wellbeing, and healthy and active lifestyles. 3. Projects that encourage healthy and safe ways for Brampton youth and/or seniors to participate in organized gatherings to reduce isolation. Projects that demonstrate a commitment to physical and/or mental wellbeing will be prioritized. Projects that focus on diverse and equity-deserving populations will be prioritized. Applicants should demonstrate this commitment in their application.
Outcomes:	• Initiatives create a Brampton where residents are physically healthy through increased access to a diverse range of physical activities. • Initiatives create a Brampton where residents have increased knowledge of physical literacy and mental wellbeing. • Initiatives create a Brampton where senior and youth residents have increased opportunity for recreational participation and reduced incidences of social isolation.

The Idea

“We want to match professional artists aged 60+ with youth aged 16-24 who participate in graffiti arts in a mutual learning exchange. They will complete a community art project together, sharing knowledge and skills.”

Does your idea match the goals of the City?

Arts and Culture	
Priority Area Focus:	**Support Inclusive Artistic Expressions: Building Brampton's identity as a creative city with a vibrant and diverse artist community.**
Eligible Project Types:	Projects that align with and support the City's Culture Master Plan by: 1. Contributing to the development of a creative community of artistic practice in Brampton through educational and networking opportunities for artists and the creative community or, 2. Providing opportunities for the production and/or presentation of artistic work in Brampton.
Outcomes:	• Brampton artists, creators and arts organizations are better connected, share skills and drive innovation in their practice. • Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression. • Brampton artists, creators, groups, and audiences participate in meaningful exchange, enriching the community while embracing expression, which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration.

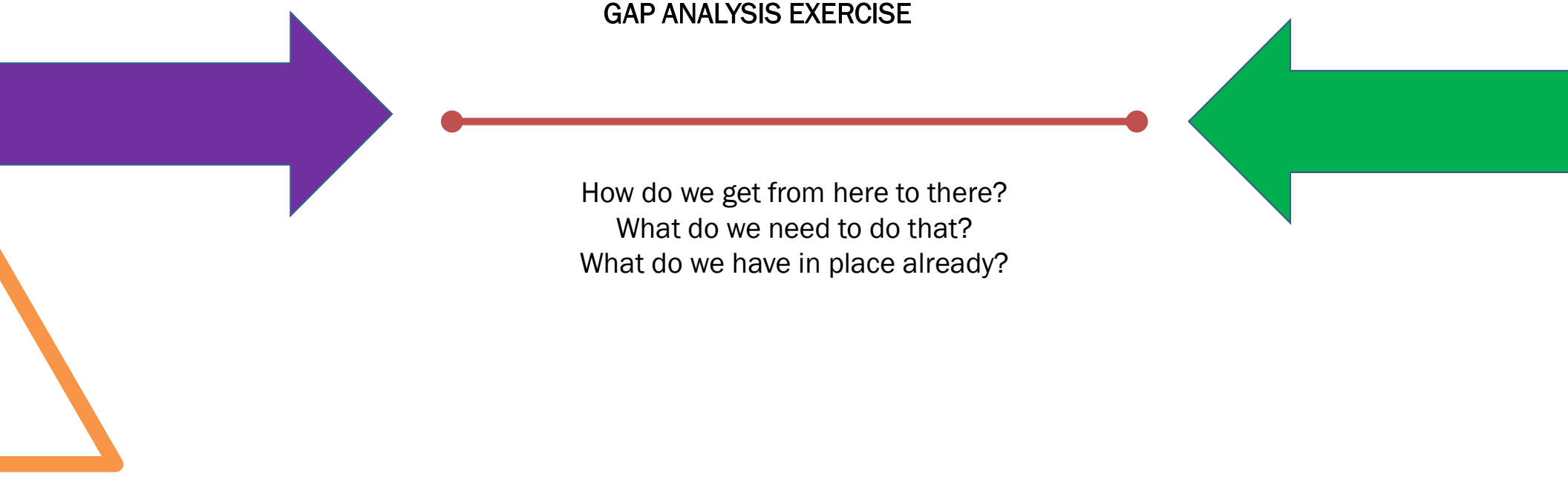
The Idea

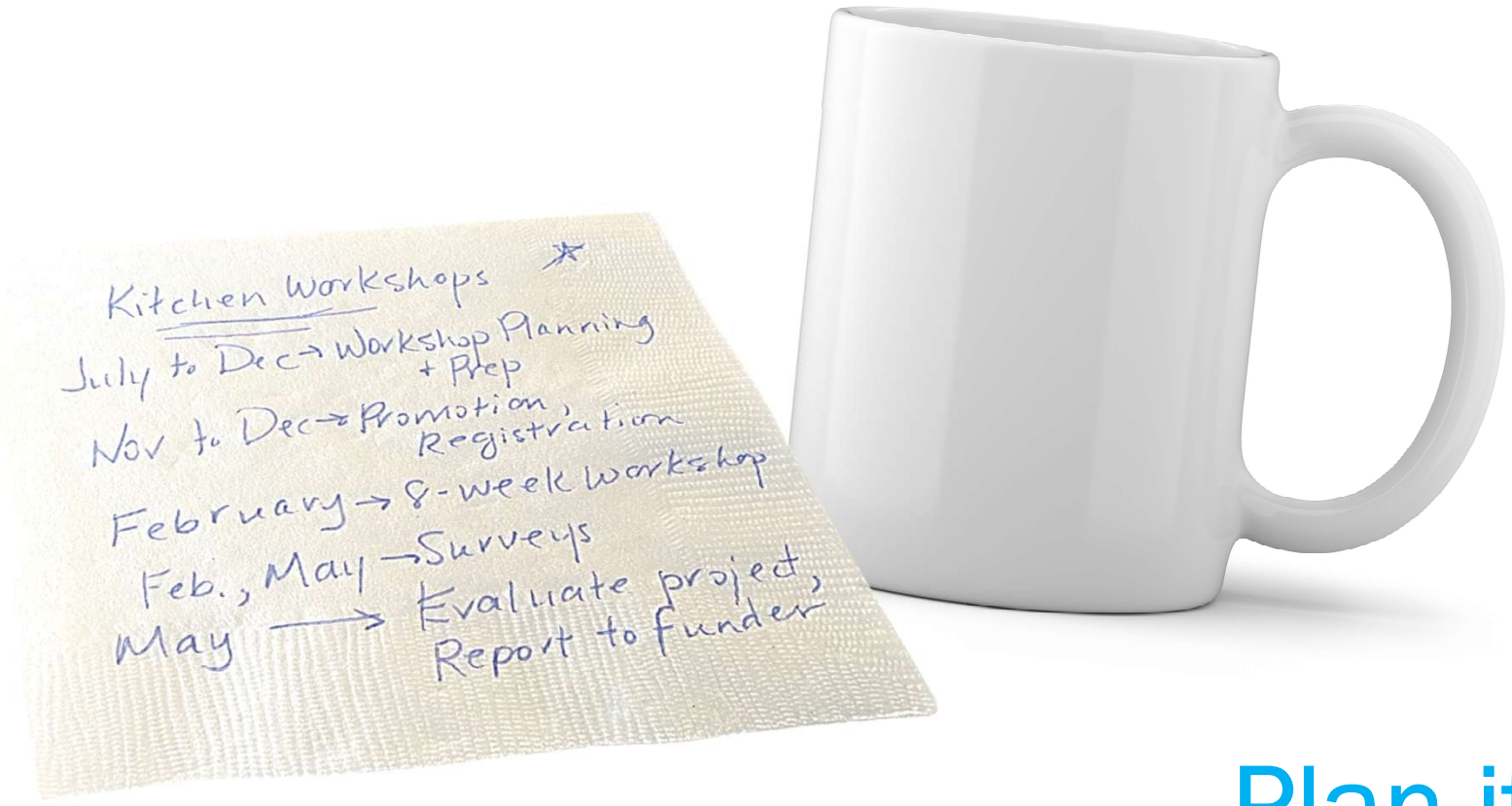
“We want to run a series of dispute resolution workshops to empower neighbours to address the issues that arise in high-density buildings without immediate involvement of police or housing services.”

Does your idea match the goals of the City?

Community Safety	
Priority Area focus:	**Supporting an empowered and connected Brampton where everyone feels safe, has a sense of belonging, and has their needs met.**
Eligible project types:	Projects that align with and support Brampton's Community Safety Action Plan. Projects should fall under one of the three areas of focus in the Action Plan: • **Empowerment** – Projects that seek to empower Brampton residents through the reduction of systemic barriers, poverty reduction, economic empowerment, and the creation of economic stability. This may include food security projects, job skills training, and support for homeless and underhoused. • **Awareness** – Projects that raise awareness of common safety issues in Brampton through the creation and sharing of resources and information. This may include education or training opportunities for Brampton residents as well as the creation of online resources. • **Safety** – Projects that impact safety in Brampton. Pro-actively building connections and belonging within neighbourhoods to support crime prevention.
Outcomes:	• Initiatives create stronger neighbourhoods which feel more inclusive, safer for residents, and increase public participation in the community. • Initiatives create a safer Brampton by ensuring resident's primary needs are met. • Initiatives create a Brampton where residents are more aware of community safety and well-being information, resources, and services available to them. • Initiatives create a Brampton where residents are connected, included and feel like they belong. • Initiatives create a Brampton where residents have increased opportunity and gain new or improved skills. • Initiatives create a healthier Brampton by ensuring improved mental health of residents.

Ask for input.




Kitchen Workshops
July to Dec → Workshop Planning + Prep
Nov to Dec → Promotion, Registration
February → 8-week workshop
Feb., May → Surveys
May → Evaluate project, Report to funder

Plan it.

Project Description
Work Plan
Budget

Plan it.

Work Plan

Project title: Graffiti as Art: A community arts project by Youth and Senior Artists
Applicant: XYX Community Organizaiton

Dates	Activities	Who
Objective: Organize project resources		
Aug-Sept	Project planning, partnership outreach	Program Coordinator, Community members, Community Partners
Sept-Oct	Coordinate donations from grocers, hardware stores	Program Coordinator
Oct-Dec	Workshop planning (workshop details, sourcing equipment/supplies), partner meetings, book spaces, prepare job ads	Program Coordinator, Community Partners
Oct-Dec	Prepare evaluation tools	Program Coordinator, Executive Director
December	Confirm funding, place job ads	Program Coordinator, Executive Director
January	Promotion of workshops; Registration	Program Coordinator; Project Assistant;
February	Selection of participants	Program Coordinator, Project Assistant, Professional Artist/Mentor
Objective: Deliver high-quality skills development workshop series		
	Workshops begin	
20-Feb	*Pre-project evaluation survey*	Program Coordinator, Participants
Feb 27	Meet and Greet - Youth and Artists	Participants, Project Assistant, Professional Artist/Mentor
Mar 12	Workshop 1: About community arts engagement / Project planning	Participants, Project Assistant, Professional

Plan it.

Work Plan

Project title: Graffiti as Art: A community arts project by Youth and Senior Artists
Applicant: XYX Community Organizaiton

Dates	Activities	Who	Resources Needed
Objective: Organize project resources			
Aug-Sept	Project planning, partnership outreach	Program Coordinator, Community members, Community Partners	Personnel
Sept-Oct	Coordinate donations from grocers, hardware stores	Program Coordinator	Personnel
Oct-Dec	Workshop planning (workshop details, sourcing equipment/supplies), partner meetings, book spaces, prepare job ads	Program Coordinator, Community Partners	Personnel
Oct-Dec	Prepare evaluation tools	Program Coordinator, Executive Director	Personnel
December	Confirm funding, place job ads	Program Coordinator, Executive Director	Personnel; Advertising dollars
January	Promotion of workshops; Registration	Program Coordinator; Project Assistant;	Personnel; Office Supplies; Advertising dollars
February	Selection of participants	Program Coordinator, Project Assistant, Professional Artist/Mentor	Personnel
Objective: Deliver high-quality skills development workshop series			
	Workshops begin		
20-Feb	*Pre-project evaluation survey*	Program Coordinator, Participants	Office supplies
Feb 27	Meet and Greet - Youth and Artists	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
Mar 12	Workshop 1: About community arts engagement / Project planning	Participants, Project Assistant, Professional	Personnel, equipment & supplies

TIP: Attach resources and people to every activity.

If you identify these now, you can build a better budget.

Plan it.

	Mid-term evaluation survey	Program Coordinator, Participants	
May 7	Workshop 5: Community arts project planning session	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
May 21	Workshop 6: Graffiti arts (Youth-led)	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
Jun 4	Workshop 7: Community arts project planning session	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
Jun 18	Workshop 4: Art-based techniques (Artist-led)	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
	Workshops end		
May	Promotion of community arts project; invitation to community to participate	Participants, Project Assistant, Professional Artist/Mentor;	Advertising dollars, office supplies
June 22-26	Community arts project execution	Participants, Project Assistant, Professional Artist/Mentor, Community members	Personnel, equipment & supplies, Permits
	Completion of Community Arts Project		
Objective: Showcase participant success in community			
July 17	Community potluck & showcase	Participants, Project Assistant, Professional Artist/Mentor, Community members, Executive Director	Personnel, Food and drink, office supplies (for invitations and certificates), Venue
Objective: Evaluate project, report to stakeholders and community			
July 3-10	*Post-project evaluation survey & interviews*	Program Coordinator, Participants	Office supplies
September	Review success of project; Report to funder; Report to Exec. Director and Board of Directors	Participants, Project Assistant, Professional Artist/Mentor, Community members, Executive	n/a

TIP: Build measurement and evaluation into your work plan. Show you believe it is important to meet your goals and outcomes.

Revenue	
Donations – Cash	$500
Donations – In-kind (food, paint)	$750
Grant application – Ontario Arts Council (TBD)	$6,000
Grant application – Advance Brampton Fund	$2,650
Federal employment program (TBD)	$16,650
Provincial MPPs office	$250
Our contribution	$3,330
TOTAL	**$30,130**
Expenses	
Community room for workshops	$800
Equipment, materials, and supplies	$3,000
Honoraria, workshop leaders	$500
Accessibility expenses	$50
Personnel	$19,980
Professional artist fees	$5000
Other expenses	$800
TOTAL	**$30,130**

Estimate.

Budget.

BUDGET

Project title: Graffiti as Art: A community arts project by Youth and Senior Artists
Applicant: XYX Community Organizaiton

REVENUE			
	Item	**Details**	**Total**
Earned Revenue			
	Fees	No workshop fees for participants	$0.00
		Subtotal	**$0.00**
Private Sector Revenue			
	Individual Donations	Anonymous donor (confirmed; received)	$500.00
	Corporate Donations & Sponsorships	Food donation from grocer (see letter of support)	$250.00
		Paint donation from hardware store (see confirmation letter)	$500.00
	Foundation Grants and Donations	Ontario Arts Council, Community Arts Grant	$6,000.00
	Fundraising Events (gross)	n/a	$0.00
	In-kind Contribution	In-kind contribution: Program Coordinator time 30 hours x $30/h	$3,330.00
		Subtotal	**$10,580.00**
Government Revenue			
	Municipal	This request	$2,650.00
	Provincial	Healthy Communities Fund, MPP	$250.00
	Federal	Employment Incentive Program (pending decision)	$16,650.00
		Subtotal	**$19,550.00**
		TOTAL REVENUE	**$30,130.00**

TIP: If you have confirmed other sources of funding, point it out. Some funders will ask you to attach letters of support or confirmation.

CHECK: Is your request in line with the guidelines?

Budget.

EXPENSES			
Personnel			
	Professional Artist-Mentor	Fees (Covered by Ontario Arts Council grant, see above)	$5,000.00
	Project Assistant	25 hours per week, $25/h, 24 weeks (covered by Employment Incentive Program, see above)	$15,000.00
		MERCs & Benefits (est. 11%)	$1,650.00
		Subtotal	**$21,650.00**
Venue			
	Venue for workshops	*8 sessions x $100/day, King Centre Community Hall*	$800.00
		Subtotal	**$800.00**
Equipment & Supplies			
	Equipment	Ladders, painting equipment, safety equipment	$1,150.00
	Materials	Art supplies, paint, tarps	$1,400.00
	Supplies	Food for workshops, community event, and celebration (support	$250.00
		Office supplies	$200.00
	Other	Honoraria for workshop leaders ($125 per session)	$500.00
	Accessibility Expenses	Bus tickets	$50.00
		Subtotal	**$3,550.00**
Administration/marketing			
	Program coordination	30 h x $30/h (see In-kind contribution above)	$3,330.00
	Administrative costs	Postage, photocopying for surveys	$50.00
	Advertising	Advertisements promoting workshops (newspaper, radio)	$750.00
		Subtotal	**$4,130.00**
		TOTAL EXPENSES	**$30,130.00**
		Surplus/Deficit	$0.00

TIP: Make sure you add other employment costs, not only wages.

TIP: Show your logic in the details. How did you get that number?

CHECK: Expenses equals Revenue

Make Your Case

PREPARE YOUR APPLICATION

Key Questions to Answer in Making Your Case

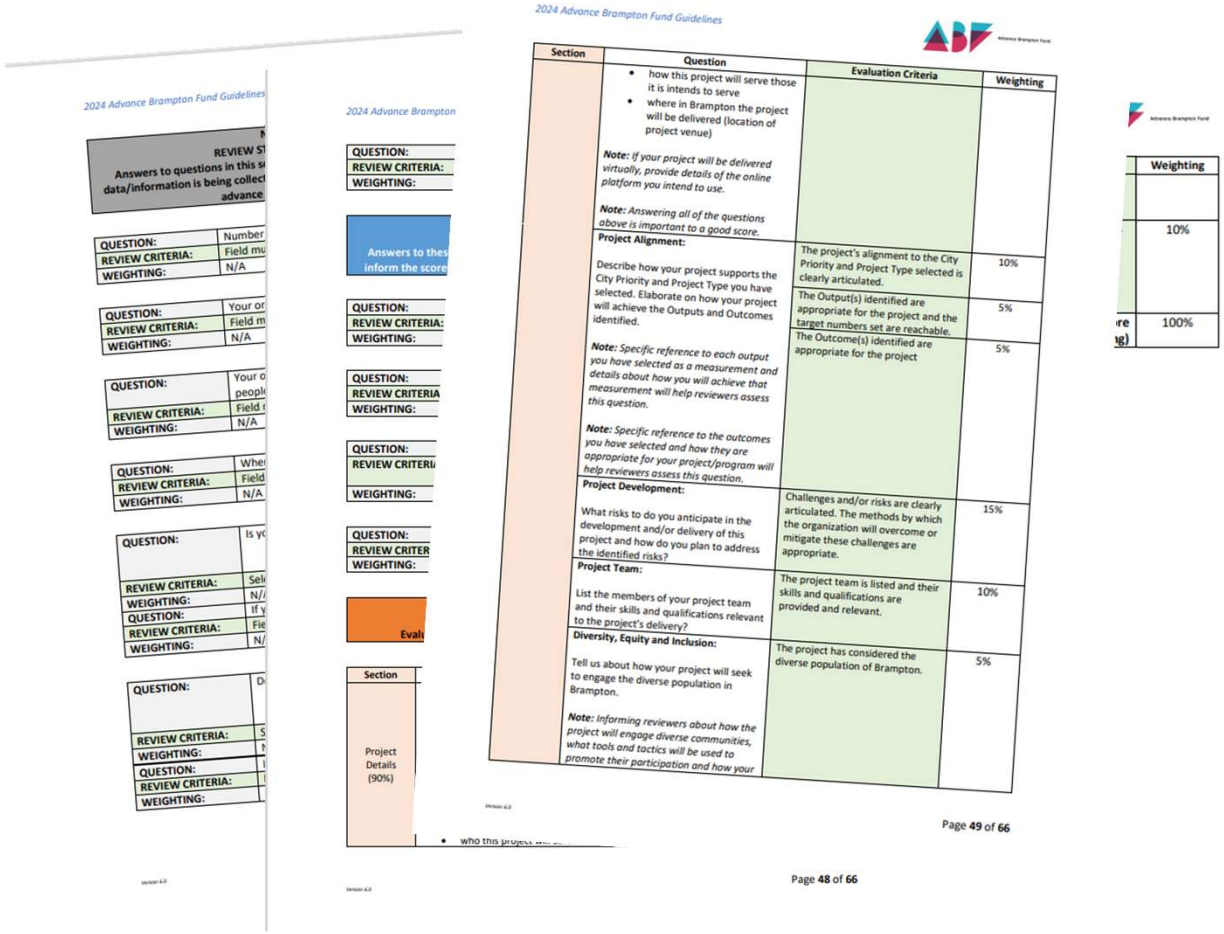
What need does this project address?
How do you know there is a need for it *right now*?

What problem does this solve?
How do you know it is a problem?

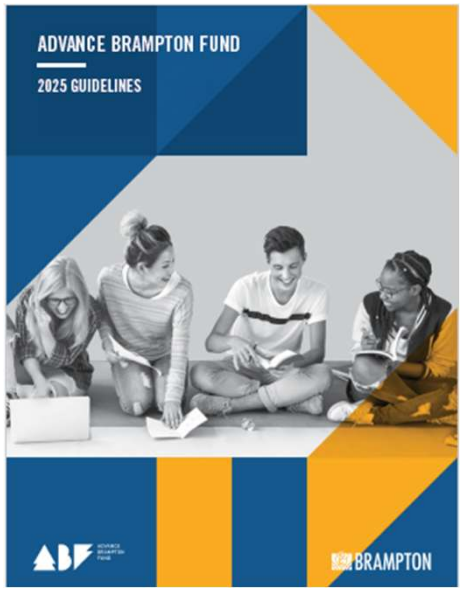
How does this solution align with your goals?
How does this solution align with the priorities of the funder?

What changes?
How can you tell?

It's an open-book exam.
Look for the questions, tips and evaluation criteria in the Guidelines!
pp. 49-50



Question



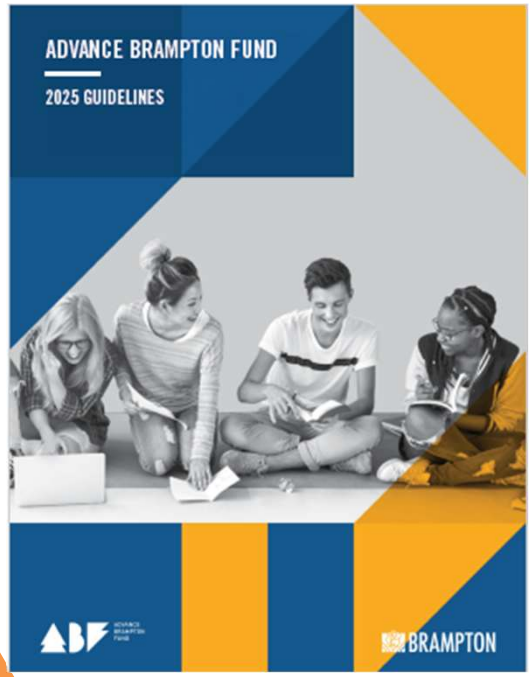
Brief Project Description:

Provide a brief description of your project (250 words or less).

Example

In 2025, our organization, XYZ, will match 8 young graffiti artists, aged 16-24 with 8 local, established artists aged 60+ in a mutual learning exchange called Graffiti as Art: A community arts project by Youth and Senior Artists. From January to June, the 16 artists will meet in a series of 8 workshops where participants will share their own art-making techniques and develop a community arts project that will be open to participation by City of Brampton residents as part of the City's Canada Day celebrations. This project will engage 16 artists in total, and it will be supported by 1 paid professional artist-mentor as well as 1 project assistant. Our organization is contributing 100 hours of project coordination to support the project's success. This project will build meaningful connection and networks between emerging and established artists, offer an art-making opportunity to the community at large, and develop participants' skills in art-making and community engagement. These funds will address the isolation felt by young artists by encouraging inclusion and learning exchanges in in our city's arts community. [177 words]

Question



Project Description:

- Project Start Date
- Project End Date

Describe your project. Include details, such as:

- what you plan to do
- how you plan to do it
- what need in the community your project addresses
- who this project will serve
- how this project will serve those it is intends to serve
- where in Brampton the project will be delivered (location of project venue)

If your project will be delivered virtually, provide details of the online platform you intend to use.

Answering all of the questions above is important to a good score

40%

From idea to project description

The initial idea:

We want to match professional artists aged 60+ with youth aged 16-24 who participate in graffiti arts in a mutual learning exchange. They will complete a community art project together, sharing knowledge and skills.

WHAT is your project about?	WHO does it serve?	WHEN does it happen?
WHERE does it take place?	WHY are you doing it? Why now?	HOW will you do it?

“COMMUNITY NEED – XYZ serves young artists in their art practice and supports their development as professional artists in Brampton. In a 2025 focus group we learned that our artists have limited contact with established local artists. They also felt misunderstood by the art community because they are participating in art forms that older artists are unfamiliar with (graffiti arts, video game design, etc.) Additionally, the youth we support are eager to lead community arts activities in their communities.

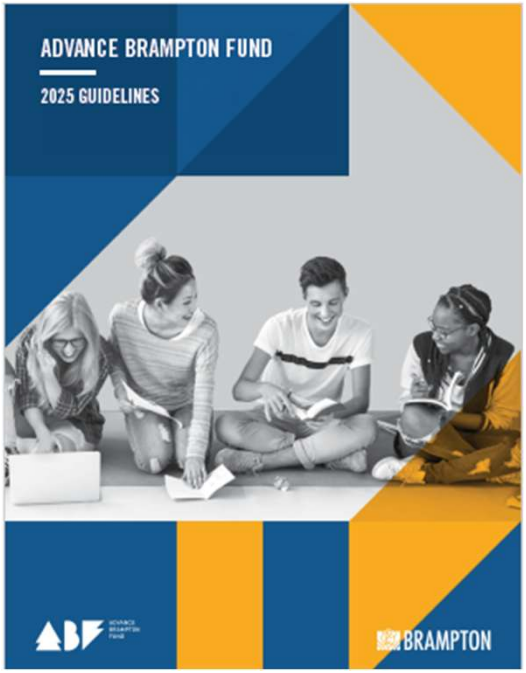
PROPOSED ACTIVITY – In brainstorming with our artists, we propose to coordinate a series of 8 workshops that will convene 8 artists from our organization, aged 16-24, and 8 established Brampton artists aged 60+ in skill sharing and learning. A professional artist-mentor and a project assistant -- will lead the project and support participants in (a) delivering skill-sharing workshops to fellow participants, and (b) conceiving and organizing a community arts event for the City of Brampton on Canada Day weekend.

Two of our young artists will be sharing their skills in graffiti arts during the workshop series, and we are inviting 2 of the established older-adult artists to prepare workshops on their own techniques for the youth. We will supply the art materials and equipment needed during these workshops and their community arts event, such as paint, canvas, art tools, etc.

TIMEFRAME - The workshops will be offered between February and June, with the culminating community arts event scheduled for July 1 Canada Day.

ACCESSIBILITY - To ensure equitable access to the workshops, we will offer bus tickets to those participants who don’t have transportation to our workshop or event venue, and we will rent a multipurpose room which meets accessibility standards.”

Question



Project Alignment

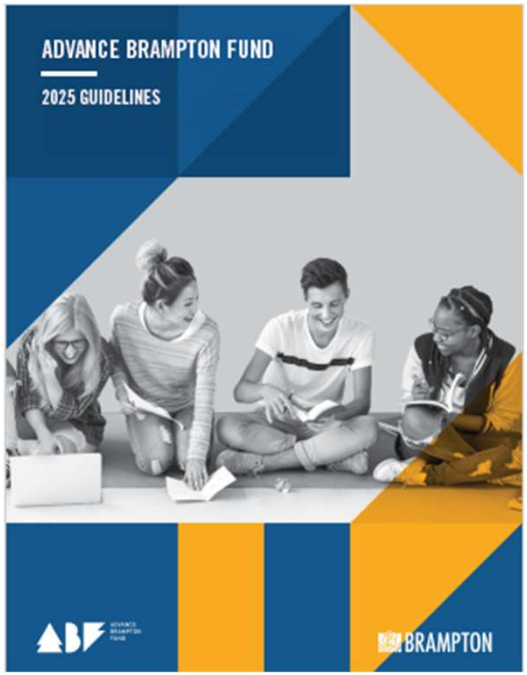
Describe how your project supports the City Priority and Project Type you have selected.

10%

Example

This project aligns with Brampton's priority area 'Arts and Culture' because it strengthens the visual arts community by encouraging meaningful relationships among established and emerging artists, who together will produce and present a community arts event that is inclusive of artistic expression across mediums and generations. We expect these new artist connections to broaden the network of each artist. Additionally, each participant will gain or refine new art skills that will further their individual artistic practice. Our project addresses both Project Types in this Priority Area focus.

Question

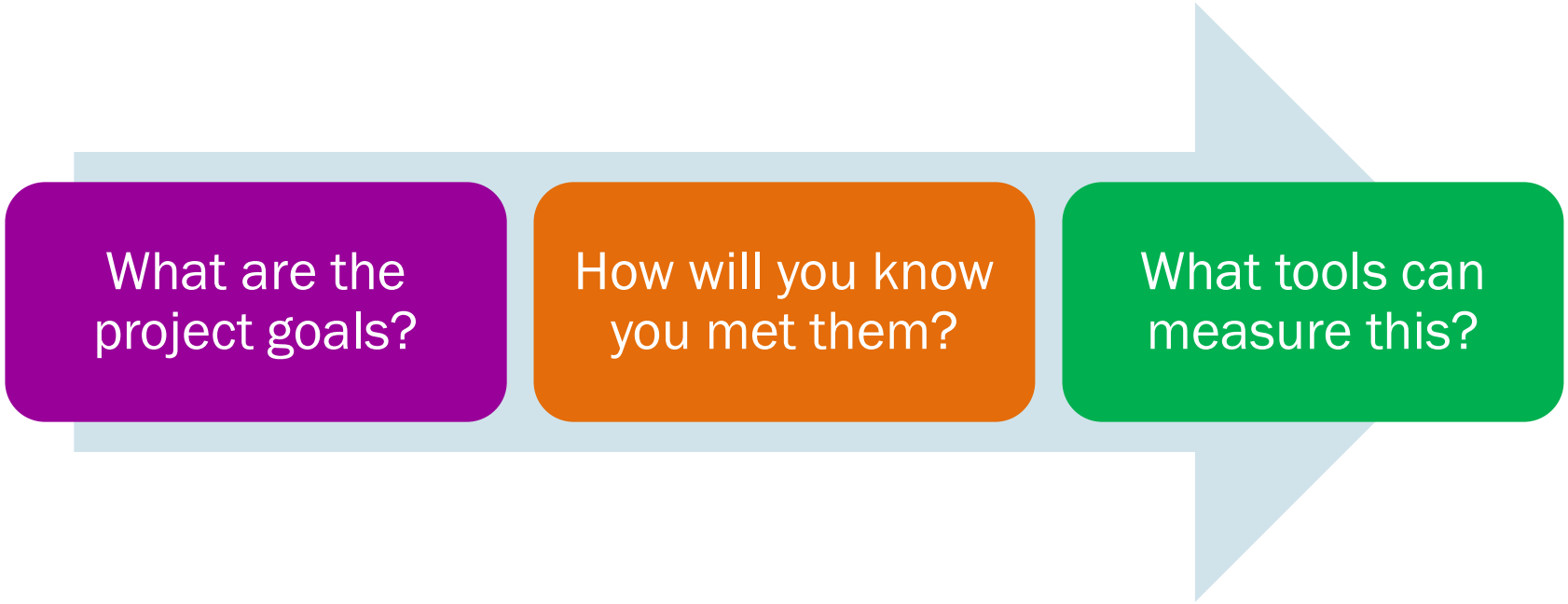


Project Outputs

Describe how your organization will measure the outputs you selected earlier in the application and why they are important to the project.

5%

Measure. Evaluate.



Outputs vs Outcomes

OUTPUTS

What your project will produce

# of programs delivered

# of community partners engaged

# of volunteers, # of volunteer hours

% of participants engaged from neighbourhoods low on the well-being index

OUTCOMES

Why you are doing your project

Increased awareness

Increased access

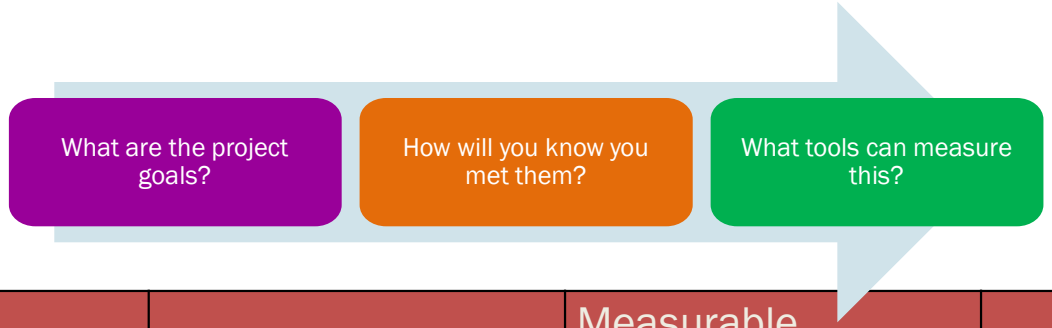
Improved knowledge, skills

Improved connections

Reduced isolation

New opportunities

Outputs contribute to the achievement of Outcomes.
The Outcomes benefit the people of Brampton.



Outcomes	Goal	Measurable Indicators	Measurement Tool
Brampton artists, creators and arts organizations are better connected, share skills and drive innovation in their practice.	• 13 participants agree that they are better connected • 4 participants deliver mutual learning workshops	• Participants contribute skills to workshops and public event. • Participants engage in mutual learning. • Attendance is regular and frequent.	• Attendance record • Post-project survey and interviews • Count of workshops, # of workshop leaders
Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression.	• 91% of participants will attend all sessions • All participants will report improved or new artistic expression skills • 1 community arts event is delivered • 50-75 residents are engaged in public event	• Workshop series spots are filled • Participants attend all or most sessions • 1 community arts event is delivered in Brampton	• Attendance record • Post project survey and interviews • Count of workshops • Count of community arts event and attendees

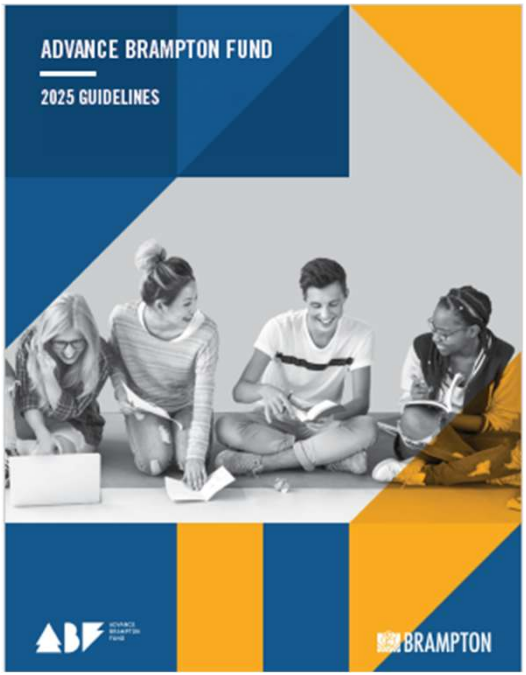
Example

We will be measuring and evaluating this project throughout 2026 to help us understand the factors that helped us meet our outcomes. The measurement tools we will use are: attendance records, a post-project survey and interviews, and photographic records. Our organization can then determine whether to scale this project in 2027 and what adaptations must be in place to do so. Below we list the outputs and explain why we believe these outputs are important to measure.

OUTPUT 1: FIVE (5) ARTISTS PAID. 1 professional artist-mentor will be paid a fee for facilitating the workshop series and leading the development of the community arts event. 4 participants (2 emerging and 2 established) will deliver mutual learning workshops and receive an honorarium. Financial records and project documentation will measure this output.

Rationale: In a 2024 survey by Arts Ontario, professional artists earn less than $10,000 per year on average from their work, and yet the Ontario arts sector attracts $200M in tourism revenue per year. It is important to us that we provide financial recognition for the work and contributions of artists in this project in order to support the artists and the artistic community.

Question



Project Outcomes

Describe how your project will contribute to the outcomes you selected earlier in the application.

5%

Example

OUTCOME 1: Because this project engages emerging artists and established artists from Brampton in mutual learning in workshop format, facilitated by a mentor, we believe that the participants will become better connected to others in the art community, have opportunities to share skills in their respective art forms, and drive innovation in their practice by learning from practitioners in other art forms. We will do this by:

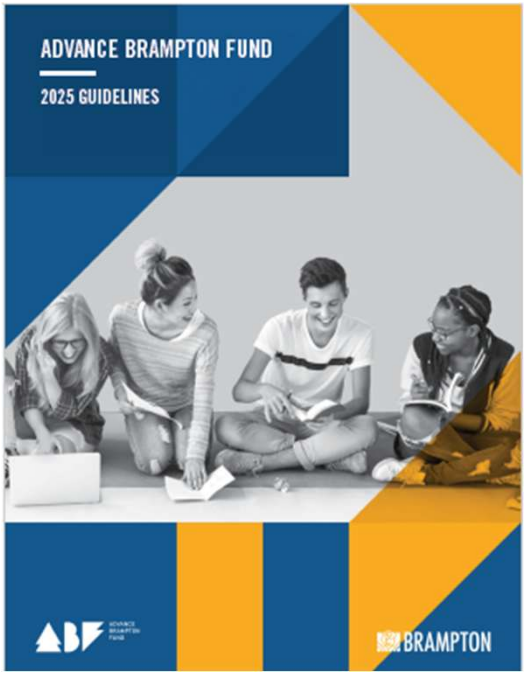
1. Bringing together artists of different mediums and different levels of experience, artists who might not otherwise work together.
2. Designing and facilitating an experience that is inclusive; the initial workshop is a facilitated meet-greet-and-learn session showcasing the strengths and skills of all participants and encouraging playful exploration of new forms.
3. Conceiving and developing a community arts event that draws on the strengths and skills of all participants.

Outputs and Outcomes

Stuck? Try these sentence starters:

- *This project aligns with this City's priority area in this way….*
- *The outcomes we will measure are…*
- *We will know we successfully met the outcomes by measuring….*
- *We expect the following outputs from this project…*
- *We believe these are reasonable because…*
- *We will measure outputs with these tools: …*
- *To achieve this success, our project plan includes the following…*

Question



Project Development:

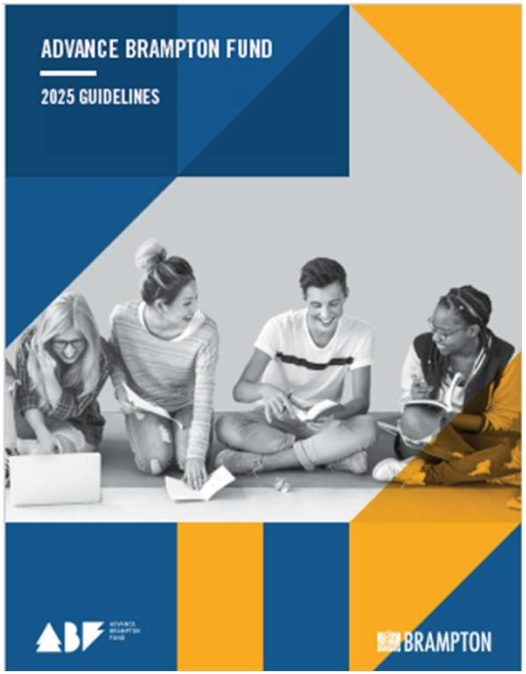
What risks to do you anticipate in the development and/or delivery of this project and how do you plan to address the identified risks?

15%

Analyze risk.

Risk	Mitigation Strategy
The workshops are not at 100% capacity.	1. Our partnership outreach efforts will invite participation from at least 4 other artist support agencies in Brampton known to serve older adults and youth. 2. We will maintain a waiting list in case a participant must drop out. 3. Our artist-mentor will engage all participants individually by phone or in-person before the first session so that they feel welcome and understand the project.
The venue is no longer available.	We have identified two other accessible locations within walking distance of our preferred site, both with bus stops nearby.
The mid-project evaluation shows low enthusiasm among participants.	1. We will pause the project and organize further discussions with participants. 2. We will also hold a special guided and facilitated meeting among all participants to determine what they need in resources or support to feel motivated.

Question

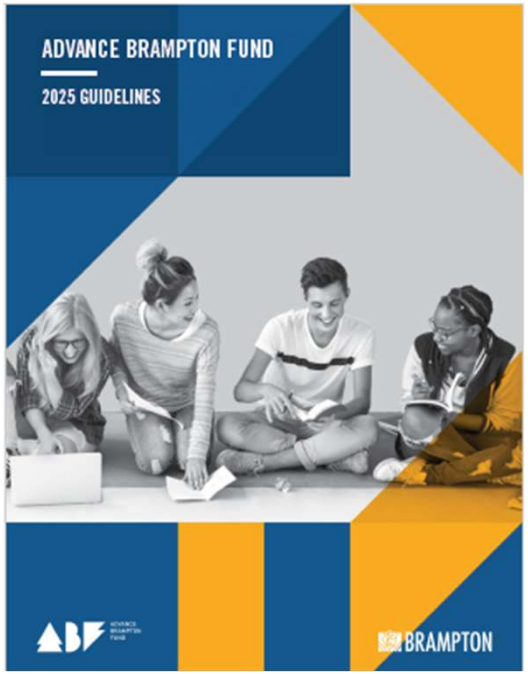


Project Team:

List the members of your project team and their roles in the project. Describe how the composition of your project team represents the skills required to successfully execute your project.

10%

Question

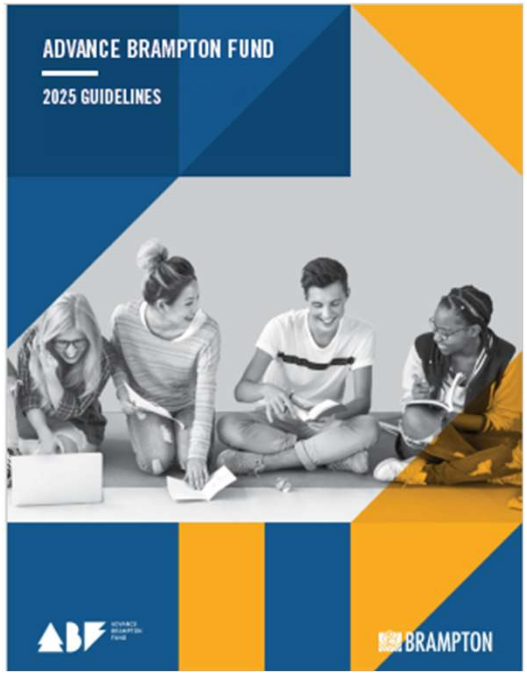


Diversity, Equity and Inclusion:

Tell us about how your project will seek to engage the diverse population in Brampton.

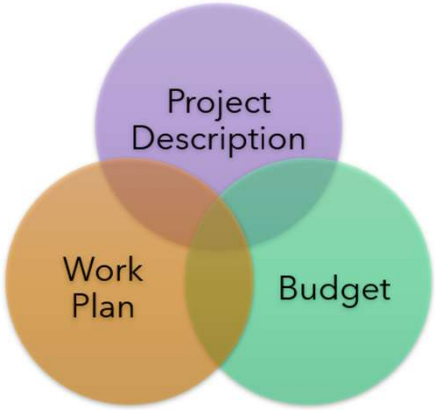
5%

Question



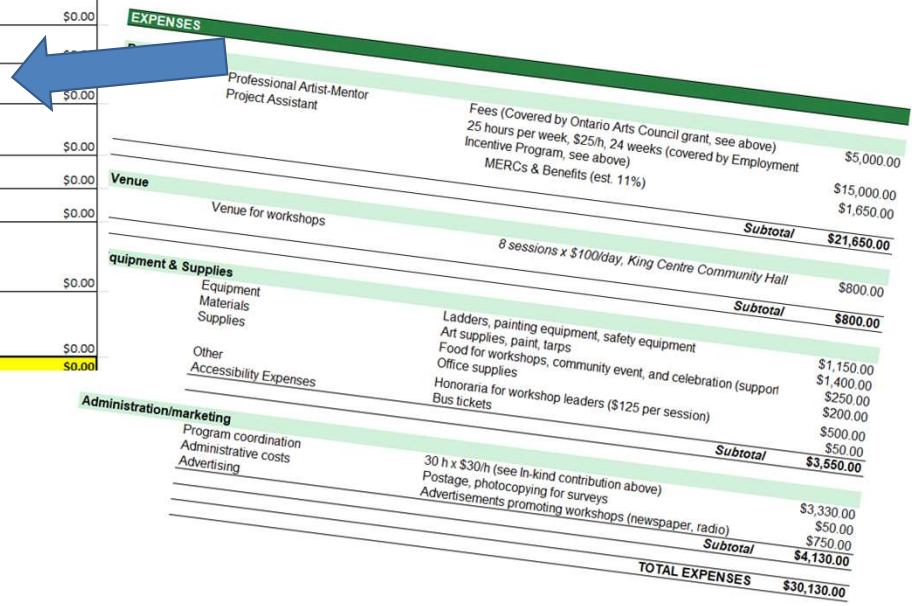
Project Expenses

Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.



10%

Expense Category *All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.	**Expense Items Listing** *List all of the eligible individual items within each expense category you expect to pay for with grant funding and provide a dollar value for each item	**Paid With Grant Funding** *Provide the summed value of any expenses in Column B - Expense Items Listing you will pay with grant funding. The total in this column should be no more than $5,000 in the New and Small Projects Stream*
Example	*Print Ads - $1,000* *Digital Ads - $1,000* *Ad Content Creation - $1,000*	*$3,000*
Project Staff Wages *The value paid to organizational full-time, part-time or contracted staff while they work directly on this project.		$0.00
Contracted Services *The value paid to artists, subject matter experts, consultants, accountants, researchers or other externally contracted individuals or organizations engaged in		$0.00
Project Venue *This is the cost to rent the venue specifically for project delivery.These are eligible expenses and can be paid with grant funding. ***If your project is delivered in your organization's office space the cost is considered administrative and can not be paid with ABF grant funding.***		$0.00
Project Supplies *Include the costs of any supplies needed for project delivery.		
Project Related Printing and Copying Services *Include the value of any project related printing or copying services.		$0.00
Marketing and Advertising Include the value of any marketing and advertising that is directly related to project delivery.		$0.00
Food and Beverage *Include the value of any food and beverage needed for project delivery.		$0.00
Equipment Rental *Provide the value of any equipment you will be renting to deliver your project.		$0.00
Other Eligible Expenses *Include the cost of any expense that is not listed above but is eligible as outlined in the 2024 Advance Brampton Fund Guidelines. ***Review staff will ensure these values are eligible. If determined to be ineligible they can reduce the value of your grant request.***		$0.00
Capital Purchases *Provide the value of any expenses related to the purchase of building materials, tools, equipment, software or technology for project delivery. These are considered capital expenses and are capped at $2,500 in the New and Small Project Stream.		$0.00
	TOTAL PAID WITH GRANT FUNDING AND REQUEST VALUE	**$0.00**



EXPENSES			
	Professional Artist-Mentor	Fees (Covered by Ontario Arts Council grant, see above)	$5,000.00
	Project Assistant	25 hours per week, $25/h, 24 weeks (covered by Employment Incentive Program, see above)	$15,000.00
		MERCs & Benefits (est. 11%)	$1,650.00
		Subtotal	**$21,650.00**
Venue			
	Venue for workshops	*8 sessions x $100/day, King Centre Community Hall*	$800.00
		Subtotal	**$800.00**
quipment & Supplies			
	Equipment	Ladders, painting equipment, safety equipment	$1,150.00
	Materials	Art supplies, paint, tarps	$1,400.00
	Supplies	Food for workshops, community event, and celebration (support	$250.00
		Office supplies	$200.00
	Other	Honoraria for workshop leaders ($125 per session)	$500.00
	Accessibility Expenses	Bus tickets	$50.00
		Subtotal	**$3,550.00**
Administration/marketing			
	Program coordination	30 h x $30/h (see In-kind contribution above)	$3,330.00
	Administrative costs	Postage, photocopying for surveys	$50.00
	Advertising	Advertisements promoting workshops (newspaper, radio)	$750.00
		Subtotal	**$4,130.00**
		TOTAL EXPENSES	**$30,130.00**

REMINDER:
Key Questions to Answer in Making Your Case

What need does this project address?
How do you know there is a need for it *right now*?

What problem does this solve?
How do you know it is a problem?

How does this solution align with your goals?
How does this solution align with the priorities of the funder?

What changes?
How can you tell?

AI Use in Grant Writing

Q: Should I use ChatGPT or CoPilot to write my responses?

A: **You are the expert.** AI tools may be helpful in checking your spelling and grammar, or in helping you brainstorm or outline. But AI tools don't know your organization, or the project, as well as you do. Neither do the tools know the evaluation criteria (unless you prompt well). The AI-generated responses may not capture all of the details you need to communicate the needs of your community and how you address the problem with this project. Be prepared to spend time on revisions.

Your application will be reviewed by a human, so showcase the unique voice and approach your organization brings to the people of Brampton. How are you different and unique? Bring your passion to the table — try to write your responses yourself before you turn to these writing tools. Other tools like Dictate (MS Word) might work just as well.

If every grant application sounds the same, nothing stands out.

Tell us how we did

https://forms.office.com/r/kYNAC5eZwx

Finally....

What will you do tomorrow to get 'grant ready'?

Tell us in the chat!

1. Set up your files

- Set up your filing system
- Pull together important documents
- Find your communications materials
- Locate recent media coverage, testimonials, surveys.
- Download the grant application questions
- Set up your account in the funders system, upload mandatory document
- Pull together files from earlier project

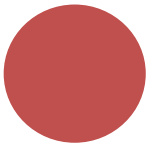
2. Gather your experts

Do you have the people you need?

- Internal expertise
- External expertise
- Expertise of participants, audience and other stakeholders
- The enthusiasm of the community you serve.

Sample Timeline

August 13-23	Grant readiness discussions Identify needs and goals Reach out – gather your experts Review ABF requirements and eligibility Build basic project plan
August 23-30	Research Relationship-building Build basic budget Collect required documents/insurance Register in grant application portal
September 1-10	Collaborate with project people Organize project work plan Prepare detailed budget
September 10-17	Prepare responses to ABF application
September 17-25	Finalize application Submit early!



Questions?

Thank you

www.dinahlaprairie.com

Tell us how we did

https://forms.office.com/r/kYNAC5eZwx