



Advance Brampton Fund

Advance Brampton Fund Grant Information Session
for 2023 Developing and Amplifying Projects

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.

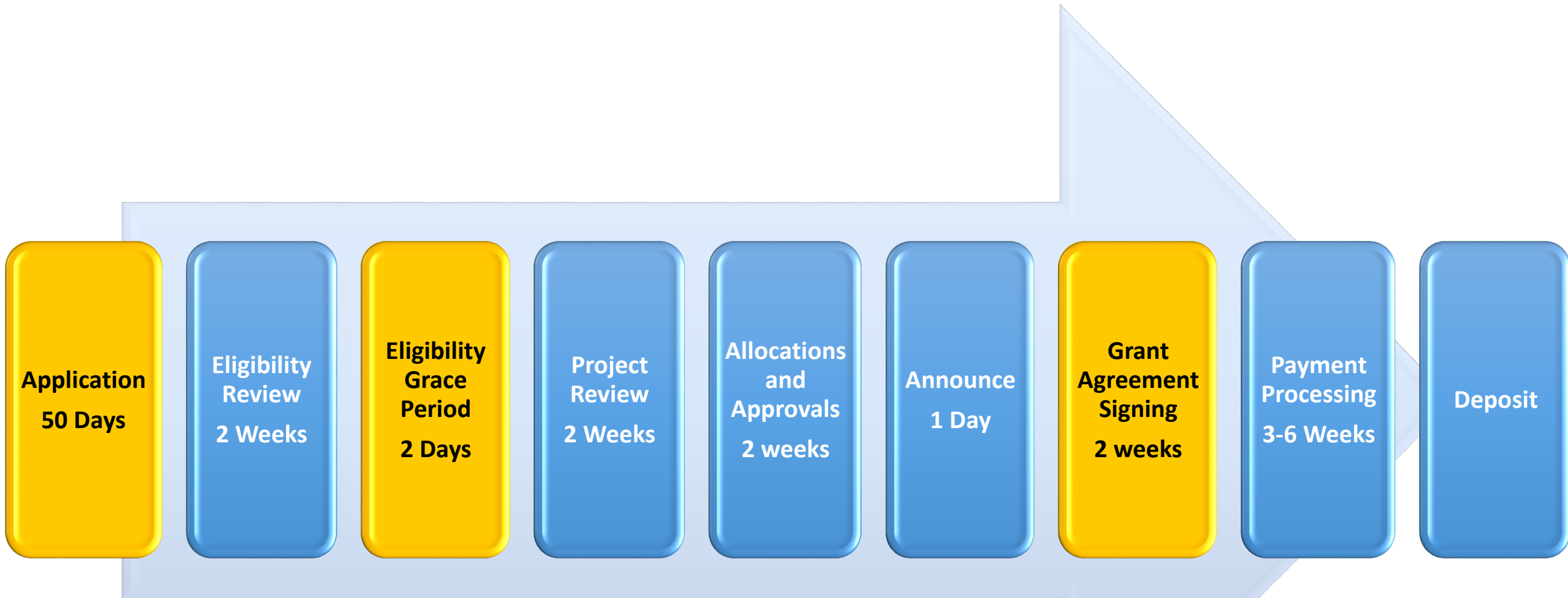
Structured to Support Project Growth

The Advance Brampton Fund is structured to support charitable and non-profit organizations with project delivery. 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 is not intended to provide long term funding. Projects may receive funding for a maximum of four consecutive granting cycles.

Funding Streams

	Developing Stream	Amplifying Stream
Funding Allocation	\$300,000	\$300,000
Open to:	<ul style="list-style-type: none"> Registered Charities Incorporated Non-Profits 	<ul style="list-style-type: none"> Registered Charities Incorporated Non-Profits
Insurance Required	\$2,000,000 in Commercial General Liability insurance	
Project Eligibility	<ul style="list-style-type: none"> Projects & programs must have been run in Brampton at least once before. Projects are only eligible for four consecutive grants under the Advance Brampton Fund. 	<ul style="list-style-type: none"> Projects & programs must have been run in Brampton at least twice before. Projects are only eligible for four consecutive grants under the Advance Brampton Fund.
Available Funding	Between \$5,001 and \$12,500 in <u>matching project funds</u> . To a maximum of 50% of project expenses. Advance Brampton Funds can only be spent on eligible project level expenses.	Between \$12,501 and \$25,000 in <u>matching project funds</u> . To a maximum of 50% of project expenses. Advance Brampton Funds can only be spent on eligible project level expenses.
Grant Term	ABF Funding must be spent between January 1, 2023 and December 31, 2023. Applicants must be able to report on outputs and outcomes by December 31, 2023.	
Application Intake	Annually <ul style="list-style-type: none"> Open: October 3, 2022 Close November 25, 2022 	Annually <ul style="list-style-type: none"> Open: October 3, 2022 Close November 25, 2022

Application Timelines



Applicants who apply in 2022 for 2023 projects will be alerted to approval or decline in January 2023.

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.
- * For organizations operating in Brampton who do not have a Brampton address on their Corporation Profile Report, Corporation Information Page or Charity Details Page a utility bill or rental agreement in the organization's name can serve as proof of location. The address presented on a utility bill or rental agreement must be proven as insured as well.
- * Unless listed as the organization's head office on the Charity Details Page, Corporation Profile Report or Corporation Information Page and insurance a Board Members 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.
Deborah Lechitt
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Begin 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 particular date. If this report is generated for a particular date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm form.

Page 1 of 7

Transaction Number: [REDACTED]

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

Name: [REDACTED]
Address for Service: [REDACTED]
Date Began: [REDACTED]

Name: [REDACTED]
Address for Service: [REDACTED]
Date Began: [REDACTED]

Name: [REDACTED]
Address for Service: [REDACTED]
Date Began: [REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Lechitt
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Begin 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 particular date. If this report is generated for a particular date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm form.

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.
Deborah Lechitt
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Begin 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 particular date. If this report is generated for a particular date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm form.

Page 3 of 7

Transaction Number: [REDACTED]

Corporate Name History
Name: [REDACTED]
Effective Date: [REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Lechitt
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Begin 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 particular date. If this report is generated for a particular date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm form.

Page 4 of 7

- 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

i 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.

████████████████████

Business/Registration number:
████████████████████

Charity status:
Registered

Effective date of status:
██████████

Sanction:
██████

Language of correspondence:
██████

Designation:
Charitable organization

Charity type:
████████████████████

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

Category:
██████

Address:
████████████████████

City:
BRAMPTON

Province, territory, outside of Canada:
ON

Country:
CA

Postal code/Zip code:
██████

Charity Email address:
████████████████████

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
- Must show a Brampton address which matches what is on 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.

Required Organizational Insurance

- Applicant organizations must carry Commercial General Liability Insurance in order 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](#).

City Priority Areas – Project Scope

The Amplifying and Developing project streams of funding are designed to support strong existing projects taking place in Brampton that align with and advance one of the outlined City Priorities.

Brampton is a Mosaic

- **Cultural Expressions**
 - 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, and/or
 - Providing opportunities for the production and presentation of artistic work in Brampton.
- **Inclusive Community Spaces**
 - Support for unique programs and outreach events that advance the objectives of the City’s Age-Friendly Strategy and Action Plan by improving accessibility, affordability, and encouraging greater civic participation for people of all ages and abilities. Projects should focus on reducing social isolation and enhanced intergenerational connections

Brampton is Green City

- **Green Initiatives and Active Transportation Projects**
 - Implement a Green Framework
 - Environmental stewardship projects that support the Brampton Grow Green Environmental Master Plan and the Active Transportation Master Plan by encouraging active transportation (e.g. walking and cycling), and/or
 - providing opportunities for residents to learn about local and global environmental issues and solutions (e.g. climate change, biodiversity, and energy efficiency).



Term of Council Priority Areas – Project Scope (Cont'd)

Brampton is Healthy
and Safe City

- **Healthy Citizens**

- Projects or activities encouraging active and healthy lifestyles through:
 - Physical activities such as sports and recreation, and/or
 - Wellness programs, including education and outreach on physical literacy, healthy eating and food education.
 - All program should have an emphasis on serving/reaching communities and neighbourhoods that have been rated as having a low wellbeing index level on the Region of Peel Neighbourhood Information Tool.

- **Brampton is a Safe City**

- Projects that Align with and support Peel's Community Safety and Well-Being Plan. Projects should fall under one of the four levels of intervention outlined in the framework.
 - Social Development – promoting and maintaining community safety and well being
 - Prevention – Proactively reducing identified risk
 - Risk Intervention – Mitigating situations of elevated risk
 - Incident Response – critical and non-critical incident response

Ineligible Organizations and Expenses

Ineligible Organizations

- Resident groups and collectives that do not meet the definition and application requirements for Unincorporated Non Profit Organizations.
- For-Profit corporations, organizations, or sole proprietorships
- School boards, schools, classroom projects and extra-curricular activities
- Public Libraries
- **Organizations that receive their core funding from the City of Brampton**
- **Organizations with proposed projects that are duplicate of City of Brampton programs or services.**
- Political organizations and organizations with political affiliations
- Religious groups and faith organizations whose services and activities include the promotion of and/or adherence to a faith
- Hospitals, clinic-based services or medical treatment programs
- **Fundraising associations**
- Provincial and national organizations, except where the application is made by a local chapter with a permanent office in Brampton that is listed on the organization's Corporate Profile Report or Charity Details Page.
- Organizations that discriminate or seek to limit the legal rights and activities of people
- **Organizations that do not have a presence, purpose and reputation for delivering activities with community benefit in Brampton**

Ineligible Expenses

- Activities taking place outside of Brampton
- **Banquets, trophies, or award presentations**
- Bursaries, scholarships or grant programs
- Expenses associated with alcohol, tobacco or any other controlled substances
- **Expenses considered to be a part of the organization's general operation, staffing and administration and not directly related to the delivery of the project (Examples: rent, salary, overhead, internet and telephone expenses)**
- Fireworks
- **Fundraising is not an eligible primary activity of the Advance Brampton Fund**
- **Insurance**
- Politically partisan activities
- Private events that are not open and inclusive to the general public
- **Prizes**
- Religious activities
- **Travel and accommodation**
- **Capital expenses over \$5,000 (Examples – renovation expenses, furniture, uniforms and jerseys, sports equipment (sporting events), tech hardware expenses, sound equipment)**

Expense Reporting in Applications

Expense Reporting:

- Report of estimated expenses within the categories provided (Professional Services; Promotions; Supplies, Rentals & Materials; Venue; Capital Purchases; Evaluation; Other).
- Be detailed
- The City understands this is only a projection and that things could change.
- Accuracy is still important because of the matching nature of our program. Significant changes in expenses could result in lesser grant values and funding being recalled.
- Grant request amounts can be changed by City staff should the value of ineligible expenses be included in your request value.
- Please ensure that expense reporting templates/budgets are detailed enough for grant reviewers to assess the eligibility of expenses. Requests can be declined based on a grant reviewers inability to determine what any given expense is or whether an expense is eligible or not.

Expense Reporting in Applications

Advance Brampton Fund Project Expense Worksheet				
Project Expense Categories	Itemized Expense Breakdown <small>(NOTE: Expenses here can be eligible or ineligible expenses. Be sure to include what the expense is and an estimate of how much it will cost).</small>	Total Expense Line Value <small>(Insert the Sum of Itemized Expenses)</small>	Itemized Expense Breakdown for Items Being Purchased with Advance Brampton Fund Funding <small>(NOTE: These should be included in Column B 'Itemized Expense Breakdown' and repeated here. Be sure to include what the expense is and an estimate of how much it will cost)</small>	Value of Expenses Paid with Advance Brampton Fund Funding <small>(NOTE: These should only be the sum value of eligible expenses found in Column D 'Itemized Expense Breakdown for Items Being Purchased with Advance Brampton Fund Funding' and not exceed 50% of the total project value found in Cell C14)</small>
Project Personnel Expenses	Example: - Project Coordinator \$3,000 - Staff Travel \$500	Example: - \$3,000	Example: - Project Coordinator \$3,000	Example: - \$3,000
Project Personnel: Wages for paid staff working directly on the project.		\$ -		\$ -
Capital Expenses	Example: - Zoom Meetings Subscription for duration of project \$2,000 - Ipad - \$500	Example: - \$2,500	Example: - Software - Zoom Meetings Subscription \$2,000 - Ipad - \$500	Example: - \$2,500
Project Operating and Capital Expenses - Capital Expenses are expenses which relate to the project which improve or enhance the fixed assets of the organization, up to \$5,000 is available for Capital Expenses in the Amplifying and Developing stream of funding. For example equipment, technology, or software.		\$ -		\$ -
Professional Services: Services directly related to the delivery of the project, including: vendors, service providers, consultants, contractors, subject experts, speakers, performers, etc.		\$ -		\$ -
Promotions: Promotions and marketing directly related to the delivery of the project.		\$ -		\$ -
Supplies, Rentals and Materials: Rental or purchase of consumable supplies or operational items directly related to the delivery of the project for example - travel		\$ -		\$ -
Venue: Venue rental costs directly related to the delivery of the project. Note: If the project is virtual, capture online platform "the venue" costs in this category.		\$ -		\$ -
Evaluation: Costs directly related to capturing project Outputs for inclusion in the Project Close-Out Report.		\$ -		\$ -
Other: Any other costs directly related to the delivery of the project.		\$ -		\$ -
Total Eligible Project Expenses:		\$ -		
Possible Advance Brampton Fund Grant Value			\$ -	← C14 Shows the total expense value for your project. ← Insert the total value of cell E16 into the open field on the "Project Expense Worksheet" question on your application. This value should be no more than the half of

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 December 31st, whichever comes first. A report must be submitted by the end of the year.

Items covered in Close Out Reports:

- Project Details
- Expenses/Revenues
 - Grantees provide a full listing of expenses at this stage. Including ineligible expenses. The total value of your expenses in this report should at least double the value of your grant unless you have volunteer hours or GIK reported in your Revenue report.
 - Outcomes/Outputs

How to prove an expense:

- An expense can be proven as **incurred** through a POS Receipt, invoice or contract.
- An expense must 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, 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.
- Volunteer hours can be confirmed as a revenue through the provision of a volunteer hour tracker with value for labour at \$15.00/h. The City provides a template for this in the Close Out Report document once available.
- GIK can be reported as revenue and value proven through an advertisement for a product or an estimate for service from a service provider.

How to Apply

- Applications available: www.Brampton.ca/abf
 - New applicants will have to create a User Profile.
 - Once logged in applicants need to click the 'Programs' button in the top right hand corner of the screen.
 - A listing of available programs will appear
 - Click the 'More' button next to the application you want to start.
 - Click on the green 'Apply' button to start an application.
 - Once complete click 'Submit' to submit an application.



Contact Information

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

Advance Brampton Fund General Inquiry
ABF@Brampton.ca

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