**Vital Ideas and**

**Leadership Grants**

**2017**

**Submission Guidelines**

**Deadline: 5pm on Wednesday, December 14, 2016**

*It is recommended that the FAQ document is reviewed along with the*

*Submission Guidelines before beginning your application.*

The Vital Ideas and Leadership grant stream offers one-time strategic grants, which are awarded to organizations addressing quality of life issues in our city. This funding supports new strategic activities focussed on a high-impact initiative with a solid track record of success in addressing issues highlighted in Toronto’s Vital Signs Report. These activities will increase the effectiveness and sustainability of the initiative and position it for deeper impact.

Toronto Foundation will provide grants of up to $50,000 over one year (May 1, 2017 – April 30, 2018) to support:

1. The idea – strategic activities to position an initiative for deeper impact.
2. Professional development – to support key leadership for the idea.
3. Evaluation – to develop an evaluation framework to measure the deepened impact of the initiative.

The request should present your argument for why your organization should be funded and it should emphasize your impact and plan of action. These grants are not program funding.

Please respect the word limits.

In filling out the application, we encourage you to use no jargon and to be concise. Volunteers will be reviewing your application, so keep in mind that they will have varying levels of familiarity with your work and sector.

NOTE:

* DO NOT PDF the Application Form before submitting it by e-mail. It must be in Word format. The emailed version does not need a signature.
* Incomplete or late submissions will be declined.
* Only one application per organization will be accepted per year for this grant stream.
* This grant stream does not fund:
	+ Program expenses;
	+ Initiatives in the pilot stage;
	+ Activities that have already been fully funded;
	+ Budget deficits.

**Cover Sheet – organization contact information**

**Name of applying organization**

* If your organization is not a registered charity, fill in your trustee’s information below.

**Charitable registration number**

* Please specify if you are entering the number belonging to your charitable trustee.

**Name of initiative for which funds are being requested**

**Street address of organization**

* Mailing address of organization including postal code.

**Organization contact name and title**

* This could be the executive director, program staff or fundraising staff – whoever is best positioned to answer questions about this application if required.

**E-mail address of organization contact**

**Phone number of organization contact**

**Organization’s website address**

**Amount requested (up to $50,000)**

**Total current annual operating budget for organization**

* Provide the total dollar figure estimated for the current year’s expenses for the organization as a whole. If your organization is not a registered charity, please provide the operating budget for your charitable partner as well as for your organization.

**Total current annual operating budget for initiative seeking a Vital Ideas and Leadership grant**

* Provide the total dollar figure estimated for the current year’s expenses for the initiative seeking a grant.

***If your organization is not a registered charity:***

***Charitable partner name and address***

* *Provide the name and address of your charitable partner. You must also supply a letter of agreement indicating the partnership with the charitable organization as an attachment to the application.*

***Charitable partner charitable registration number***

***Charitable partner contact name, email and phone number***

***Charitable partner total annual operating budget***

**Application authorization**

* The application must be approved by an organizational representative with authority to legally bind the organization.
* The signature must be included on the hard-copy.

**about the applying organization**

Information provided in this section is used to assess the background and reputation of the applying organization.

1. **About the organization (Limit: 400 words)**

Provide a brief history of your organization, including how long the organization has been in operation and describe information on any awards and successes, as well as any relevant impact statistics. List your organization’s main initiatives and services with a one-sentence descriptor of each. If your organization runs only one initiative, please describe your organizational model in this section.

**about the initiative**

Information provided in this section is used to assess whether the initiative for which you are applying for funding is high-impact and whether it’s at the right stage for a Vital Ideas and Leadership grant.

1. **Toronto’s Vital Signs issue area addressed by the initiative**
* Please select one or two of the Toronto’s Vital Signs issue areas which best fit with the issues and trends that your initiative addresses (for more information see: [www.torontosvitalsigns.ca](http://www.torontosvitalsigns.ca)).
1. **How is this initiative improving Toronto’s quality of life? (Limit: 300 words)**
* Indicate your initiative’s name, objectives and activities. If you are applying to carry out activities related to all of your organization’s programming, indicate that.
1. **Populations served**
* Select all groups to whom your initiative is specifically targeted (e.g., you would select ‘Women’, if it explicitly targets female participants).
1. **How do you know your initiative is effective? (Limit: 200 words)**
* Provide a description of the initiative’s impact and past successes including the difference it makes in the community or communities served, and the numbers of people impacted by the initiative per year.
* Provide any relevant statistics to show what the initiative has achieved (e.g. “Since 2012, the XYZ initiative has worked with X# of youth in ABC neighbourhood, to help decrease the high-school drop-out rate by X%”).
1. **Best practices and collaborations (Limit: 100 words)**
	* What is uniquely effective about your approach or how does your initiative differ from or improve upon other projects in the community addressing the same issues?
	* Are there partnerships and/or unique collaborations with others that are involved in the initiative? If so, what is the scope and nature of these collaborations?
2. **Participant story (Limit: 200 words)**
* Please supply a story or quote of one person’s experience with your initiative, identifying an issue or challenge they face and how your programming has made an impact on their quality of life. Using the words of the person impacted makes your story stronger.
1. **Brief description of initiative (Limit: 15 words)**
* Provide a one-sentence description of the initiative.

**the grant request**

Requests MUST feature all three of the following components, within the ranges listed:

1. The idea – strategic activities to position an initiative for deeper impact ($30,000 to $40,000)
2. Professional development – to support key leadership for the idea ($5,000 to $10,000).
3. Evaluation – to develop an evaluation framework to measure the deepened impact of the initiative ($5,000 to $10,000).

TOTAL = up to $50,000

1. **Rationale for grant request (Limit: 300 words)**
* How could your initiative be enhanced to have a deeper impact?
* What would deeper impact mean for you/your stakeholders/your community?
1. **Detail of strategic activities (Limit: 300 words)**
* Provide as much detail as possible as to what strategic activities are planned and why they are needed.
* What is the amount of funding you’re requesting and which activities will support it?
1. **Detail of professional development activities (Limit: 300 words)**
* Who will be the lead staff involved in delivering the grant activities and bringing the idea to life?
* Please provide their bio(s): who they are and what particular qualifications (knowledge, skills, and experience) they bring to the initiative that will make it successful.
* What kind of professional development do they need and why?
1. **Detail of evaluation activities (Limit: 300 words)**
* What evaluation activities are planned and why they are needed?
* Are you building a new framework from scratch or would you build on an existing one?
* Make sure to specify:
	+ - objectives for deepening impact in measurable terms;
		- key indicators of success;
		- data collection and analysis activities; and
		- a timeline to monitor the success of the activities to deepen the initiative’s impact on an ongoing basis.
1. **Potential to grow impact (Limit: 150 words)**
* What evidence can you provide (stories, research or statistical backup of need, interest or opportunity) to demonstrate the potential for your initiative to deepen its impact and further improve Toronto’s quality of life?
1. **Board List (Limit: 150 words)**
* List board of directors and provide:
	+ brief bios,
	+ terms for each, and
	+ total number of board members required according to your organization’s by-laws.
1. **Grant Request Budget**
* You can request up to $50,000 to be used over one year (May 1, 2017 – April 30, 2018). The budget must outline the full scope of the strategic activities, highlighting what the grant will cover, and who else is contributing.
* Please provide your budget in a chart using the column format requested (see attached).
* Make sure to describe any in-kind or cash support confirmed or expected by other donors or funders to help deliver the strategic activities.

**Attachments**

**Audited Financials**

* Please provide in hard-copy and via e-mail the latest signed audited financial statements including notes.
* If your organization is a not-for-profit and you have a charitable partner, please provide financials for both.

***Trusteeship Agreement***

* *If your organization is not a registered charity, please supply a letter of agreement indicating the partnership with the charitable organization.*

Note: please do not send annual reports, newsletters or letters of support.

**Vital Ideas and Leadership 2017 Grant Request Budget**

REMEMBER: Requests MUST feature all three of the following components, within the ranges listed:

1. The idea – strategic activities to position an initiative for deeper impact ($30,000 to $40,000)
2. Professional development – to support key leadership for the idea ($5,000 to $10,000).
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TOTAL = up to $50,000

Name of Organization

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Detail | Outcomes | AmountRequested from this grant stream | Other support (in-kind, confirmed, pending) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL |  |  | $50,000 |  |