



# Toronto Foundation's Social Impact Investment

## CALL FOR PROPOSALS - APPLICATION FORM

\*\*\*\*\* AMENDED Jan. 31, 2019\*\*\*\*

Amendments are highlighted in green: include definitions and question for equity-based investment

**Deadline: 5pm on Wednesday, February 20, 2019**

*Please review the GUIDELINES before beginning your APPLICATION*

### COVER SHEET – ORGANIZATION CONTACT INFORMATION

Name of applying organization	
Location address	
Mailing address (if different)	
Organization contact name and title	
E-mail address of organization contact	
Phone number of organization contact	
Organization's website address	
Amount requested	

**Application authorization:**

Name, Title: \_\_\_\_\_

*(I have the authority to legally bind the organization)*

Signature: *(Electronic signature is acceptable)*

Date:

\_\_\_\_\_

Name, Title: \_\_\_\_\_

*(I have the authority to legally bind the organization.)*

Signature: *(Electronic signature is acceptable)*

Date:

\_\_\_\_\_

## PHASE 1 EVALUATION

1. Please review these categories and each criteria, and check the box “yes” where applicable (all criteria must be met to proceed to Phase 2 evaluation)

CATEGORY	BASIC CRITERIA	YES (check)
<b>Legal status</b> (must be one of the three)	Incorporated not-for-profit, or	
	For-profit with public benefit clearly demonstrated, or	
	Registered business in Ontario as sole proprietorship, partnership or co-operative with public benefit* clearly demonstrated	
<b>Geography</b>	Headquartered in Ontario, and	
	Generates impact that directly accrues to Ontarians	
<b>Use of requested funds</b>	There is a clear need for investment-based funding (other than working capital)	
<b>Organizational capacity</b>	There is clear evidence of financial viability, and	
	Has a minimum one-year operational history, and	
	Full-time team member(s)* with evidence of relevant expertise on management team, and	
	Experienced board	
<b>Impact metrics</b>	Provides a financial return, and	
	Provides social return through the enterprise model	

2. **About the applying organization:** provide a synopsis, including date established (Limit: 200 words)
3. **Legal Status:** if your applying organization is a for-profit or registered business, please explain your demonstrated social benefit (Limit: 100 words)
4. **Use of requested funds:** description of why you need impact investment funding from Toronto Foundation (Limit: 100 words)
5. **Experience of Management Team:** provide Management Team member(s) names, titles, and short bios that highlight relevant expertise. Also indicate the total number of staff. (Limit: 500 words)

## PHASE 2 EVALUATION

Applications that meet the minimum Phase 1 requirements will be assessed on the below Phase 2 evaluation requirements. Questions below marked with **H** are considered “high” ranking criteria, and those marked **M** are considered “medium” ranking criteria. All other questions must also be answered.

**6. Market overview:**

Provide an overview of your market, including: high level trends; relevant regulations; competitors and how you differentiate (Limit: 400 words)

**7. Proposed terms of impact investment:**

- a) Please fill-out this chart with applicable information. Toronto Foundation is willing to entertain different types of impact investment asset classes including, but not limited to private debt, private equity, and quasi-equity.

**If debt-based:**

Investment type (loan, equity, etc.)	
Total investment size (total raise) and name	
Security offered to Toronto Foundation <b>H</b>	
Ranking of Toronto Foundation	
Min / max commitment (\$)	
Term	
Annual interest rate	
Repayment schedule	
Issue date	
Requested drawdown date(s) <b>M</b>	
Required transaction method (e.g. wire transfer, cheque, etc.)	
Other relevant info	

**If equity-based:**

Securities (description)	
Valuation of the company	
Amount of the offering	
Number of shares	
Price per share	
Investor(s)	
Capitalization	
Anticipated closing date	
Voting rights	
Dividends (if applicable)	
Repayment schedule	
Other relevant info	

- b) Describe your traction to-date in raising the required investment: have any other entities invested in your organization? And if so, provide details (Limit: 200 words)

8. **H Revenue model:**

Illustrate a plan for how your organization will pay back the impact investment dollars and agreed-upon investment income; provide relevant financial projections (Limit: 300 words)

9. **H Financial viability:**

- a) Describe your organization and fiscal management systems in place to ensure accountability of impact investment funds (Limit: 300 words)
- b) Specify your organization’s sustainability and/or scalability plan, and contingency plan(s) in place (Limit: 300 words)
- c) Outline the key financial and related risks associated with this investment and how/if these have been mitigated (Limit: 300 words)

10. **Impact:**

Please note that successful applicants are required to create impact measurement and reporting plans (if they are not already in place)

- a) Please note the ONE most relevant Toronto’s Vital Signs issue area impacted by your organization’s work (use “MR”); and any other issue areas as other (use “O”)

	Health & Wellness		Getting Around
	Arts & Culture		Gap Between Rich & Poor (H)
	Learning		Environment (H)
	Work (H)		Safety
	Housing (H)		Belonging, Leadership & Civic Engagement

- b) **M** Describe how your organization is directly creating social impact in Ontario. How do you know it is effective? Please use proof points and/or past evaluation results. (Limit: 500 words)
- c) **M** Identify quantifiable and measurable impact metrics and respective targets that your organization will collect data on and can report on regularly. Specify your intended reporting cycle (Limit: 200 words)
- d) Describe data collection and measurement system in place (or being planned) to enable effective tracking and regular reporting of your impact metrics (Limit: 200 words)

**11. Governance:**

**H** Demonstrate that the following governance mechanisms and procedures are in place:

Governance mechanism / procedure	✓	Notes / Evidence
A code of conduct and ethical responsibilities for all persons at all levels of the organization		
Procedures to enable the organization's ongoing effective functioning		
Decision-making mechanisms for the organization		
Procedures to enable the organization to manage funds prudently and effectively		
Procedures to enable the organization to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner		
Procedures to enable the preparation and submission of all reports as requested by Toronto Foundation <sup>1</sup>		

**12. Other questions:**

- a) Are there any individuals on your leadership teams who are individuals from under-served and marginalized populations, including (but not limited to) youth, women, Indigenous peoples, Francophones, immigrants, persons with ethno/cultural and religious backgrounds, LGBTTT2SIQQ, persons with disabilities, persons in rural / remote areas and persons living in poverty? If yes, provide indication (Limit: 200 words)
- b) Check the box next to the populations in Ontario that are directly served by your social impact (check all that apply):

<input type="checkbox"/>	Francophones/other linguistic groups	<input type="checkbox"/>	LGBTTT2SIQQ
<input type="checkbox"/>	Persons with ethno/cultural backgrounds	<input type="checkbox"/>	Newcomers/Immigrants
<input type="checkbox"/>	Persons with religious backgrounds	<input type="checkbox"/>	Persons with Disabilities
<input type="checkbox"/>	Persons in rural, remote areas	<input type="checkbox"/>	Persons living in poverty
<input type="checkbox"/>	Indigenous populations	<input type="checkbox"/>	Women
<input type="checkbox"/>	Youth*	<input type="checkbox"/>	Other marginalized populations

<sup>1</sup> including but not limited to all financial records relating to impact investment funds in a manner consistent with generally accepted accounting principles, all non-financial documents and record relating to the impact investment funds, and audited financial statements if requested for the period of time during the term of the impact investment funds so requested

- c) Will your organization create new jobs with these impact investment funds? If so, how, and how many? (Limit: 200 words)

## ATTACHMENTS

	<b>H</b> Most recent Audited Financial Statements (or unaudited if audited ones are not available)
	<b>H</b> Board of Directors chart with names, titles, jobs outside of your organization
	<b>H</b> Management organizational structure with names, titles and length of service

### \*Definitions

The definition of a full-time team member is an individual who is directly working to support the efforts of your organization thirty to forty hours a week (see full-time staff criterion above) for this call for proposals.

Youth is defined as an individual between the ages of 15 years to 29 years inclusive for this call for proposals.

A for-profit organization “with public benefit clearly demonstrated” is one that uses business strategies to achieve a social or environmental mission. While generating revenues from the sale of goods and services, they also expressly intend to create a positive public impact.